

## **EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY**

The Celeste Independent School District believes in the educational value of technology and recognizes its role in supporting student learning by facilitating resource sharing, innovation, and communication. Technology services are provided as a privilege to the user.

The users' responsibilities include:

1. Respecting and following the requirements of copyright owners and citing sources of information properly.
2. Transmitting confidential student information only if a parent has given written consent.
3. Being polite, never sending harassing or abusive messages, and always using appropriate language.
4. Understanding that electronic mail (e-mail) is not guaranteed to be private.
5. Revealing personal information (including names, addresses, or phone numbers) of students or colleagues only with written consent.
6. Prohibiting any use that disrupts the educational and administrative goals of the District.
7. Prohibiting any use of a District account by anyone other than the authorized owner of the account including keeping your passwords private.
8. Supervising students with access to technology (including the Internet).
9. Prohibiting the loading of software or adding of hardware to any networked computer.
10. Ensuring that technology is not used for personal financial gain or commercial, political, or illegal purposes.
11. Discouraging the access or spreading of information that does not support District endeavors. Including materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
12. Prohibiting the forwarding of spam email or chain letters from CISD email accounts or equipment.
13. Discouraging any activity or use which promotes discrimination on the basis of race, gender, national origin, age marital status, sexual orientation, religion, or disability.

### **Bring Your Own Technology**

Secondary students, staff, and parents may bring their own technology devices to school for instructional purposes. All non-district devices (laptops, iPads, Smart Phones, etc) will have access to CISD's wireless network to access the Internet. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use productivity tools that may be loaded on the device for instructional purposes. CISD is not responsible for theft, damage, or loss of any non-district device.

## **Communication**

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the student to comply with the acceptable use policy.

You are accountable for using the district network services in accordance with this agreement. Violations of this acceptable use policy may result in:

1. Loss of network privileges and removal of equipment from classroom/work area.
2. A supervisor or the district superintendent taking action in accordance with legal requirements.

CISD is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the CISD wireless network is entirely at the risk of the user, and Celeste ISD is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the CISD wireless connection are bound by the districts Acceptable Use Policy for Technology Usage. Once on the wireless network, all users will have filtered Internet access just as they would on a district owned device.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

## **Celeste ISD Computer Software Copyright Policy**

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or
2. The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold.
3. District employees shall not use networking and booting to accomplish multiple simultaneous use of a program without permission or unless the purchase agreement allows a specified multiple use of the single copy.

## **Technology Loan Agreement**

Celeste ISD is pleased and proud to offer our teachers an Apple iPad 2 to use as an educational technology integration tool for the classroom. This device is to remain the property of Celeste ISD, and is being loaned to the staff member for educational purposes for the academic school year and shall be returned and reissued at the beginning of each new school year. If the device is lost, stolen or damaged while in the borrower's possession, borrower is responsible for the replacement or repair of the device. Insurance is available for purchase if you are interested.

# ACCEPTABLE USE POLICY ACKNOWLEDGEMENT

## Celeste ISD Employee User Agreement

I understand and will abide by the provisions and conditions of this employee acceptable use policy agreement. I agree to report misuse to the network administrator or my immediate supervisor.

Staff Signature \_\_\_\_\_

Staff Name \_\_\_\_\_

Date \_\_\_\_\_