
UNITED ISD ELECTRONIC COMMUNICATIONS PROCEDURES AND ADMINISTRATIVE GUIDELINES

District policies and procedures for acceptable use of electronic communications systems are intended to make such systems more reliable for the users and to prevent misuse. They are also intended to minimize the burden of administering the systems, so that more time can be spent enhancing services.

Unless otherwise authorized by the Superintendent or designee, the District's electronic communications systems and/or the use of such systems (collectively, "ECS"), including but not necessarily limited to the District's telecommunication systems, computer network, access to the Internet from a District source, and the operation of District equipment used in support of such systems, shall be used for administrative and instructional purposes only and shall be subject to officially-approved monitoring at all times without prior notice or warning.

Unless otherwise authorized by the Superintendent or designee, all technology equipment shall be used under the supervision of the site administrator for District-related projects as assigned. Use of the ECS is a privilege and not a right.

With respect to student's use of the ECS, it shall be conditioned on the return of a completed and signed Parent Permission/Student Use Agreement form. With respect to District employees, use of the ECS shall be conditioned on acknowledgement of District policy and procedure as outlined in Policy series CQ (Local) and this regulation (collectively, "Policies") and the employee's agreement to adhere to them and to other official directives relating to such Policies. Violations of District policies and procedures relating to the use of the ECS shall be considered serious and shall result in disciplinary action as found appropriate by the degree of violation.

Unless otherwise authorized by the Superintendent or designee, employees and students who are authorized to use the ECS shall adhere to all requirements of the ESC Policy, including, but not necessarily limited to the following:

1. Users shall be mindful of and follow the District's records management control schedule regarding the retention and destruction of electronic records, including but not limited to e-mail. [See policy series CQ.] if in doubt about a retention period contact the records management officer.
2. Users shall not erase, rename, or make anyone else's computer files, programs or disks.
3. Users shall not share names, logon passwords or files for any reason. Users shall be held responsible for any material accessed by a third party via User's password.
4. Users shall not use or try to discover another user's password.

UNITED ISD ELECTRONIC COMMUNICATIONS PROCEDURES AND ADMINISTRATIVE GUIDELINES

5. Users shall not use the ECS for non-instructional or non-administrative purpose other than for occasional de minimis personal use. Occasional "de minimis personal use" – (i.e., use that has insufficient significance to warrant administrative action) – that does not interfere with job performance or task would not ordinarily be considered a violation. [Example: making an occasional telephone call of short duration to let another person know when you will be home.]
6. Users shall not shop on-line or download music using the District's computer systems, or access any website that is not for instruction or administrative purposes.
7. Users shall not access personal e-mail accounts such as those located on Yahoo, MSN, Hotmail, etc. using the district's computer systems.
8. Users shall not use the ECS for activities for personal profit, playing or downloading games, or surfing the Internet to waste time, even when the employee is off duty.
9. Users shall not install any software unless the User has received written authorization for each installation from the Executive Director of Information Technology or authorized designee. Normally, however, all software shall be installed only by the Technology Department.
10. Users shall not use the ECS for unlawful purposes, such as, by way of example only, the illegal copying or installation of software.
11. Users shall not copy, change or transfer any software or documentation provided by UISD teachers, or students without written permission from the campus principal and the Executive Director of Information Technology.
12. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software (also known as bug, virus, worm, Trojan Horse, or similar name).
13. Users shall not deliberately use the ECS to annoy or harass others with language, images, or threats.
14. Users shall not deliberately access, install, download or create any offensive, obscene or sexually related materials. If a User receives sexually or inappropriate e-mail, the User must immediately report such material to their direct supervisor. Solicitations received by any company or entity should also be reported to direct Supervisor

**UNITED ISD ELECTRONIC COMMUNICATIONS PROCEDURES
AND ADMINISTRATIVE GUIDELINES**

15. Users shall not attempt to or actually assemble or disassemble the ECS except as part of a class assignment or in conjunction with job responsibility.
16. Users shall not remove technology equipment (hardware or software) without written permission of the principal or other administrator-in-charge.
17. Users shall not set boot-up or screen saver passwords without providing passwords to the principal or principal's designee or the Information Technology Microcomputer technicians.
18. Users shall report any e-mails received by any company, entity, or person soliciting business or any other thing or service to their immediate Supervisor.

Users do not have a personal privacy right in any matters received by, created in, sent or stored in the ECS.

No policy, including this Policy, is able to address every possible misuse of the District's ECS. Therefore, every person granted permission to use the ECS shall be expected to and shall use reasonable and prudent care in such use and shall make reasonable and prudent efforts to ensure that the ECS is properly used, using a so-called "Reasonable Person" test – that is, by determining what a reasonable and prudent person would or would not have done under the same or similar circumstances. All users of the District's ECS shall be judged in accordance with that test.

Approved by: 

Mr. Roberto J. Santos, Superintendent

Revised: July 23, 2008

UNITED INDEPENDENT SCHOOL DISTRICT ETHICAL USE OF ELECTRONIC SYSTEMS

Passwords

Your password is confidential. You are directed to not disclose your password to anyone else, including students, fellow employees, or other third parties unless otherwise directed by the supervisor or authorized designee. You should not use someone else's password. You will be held responsible for activities done in or from your account. You should not attempt to circumvent passwords, access codes, or information protection schemes or uncover security loopholes or attempt to break authentication procedures or encryption protocols. You should not disclose your password nor allow anyone else access to a UISD computer by using your password.

Anonymous Activity

You may not impersonate other individuals in electronic communication.

Illegal Activity

You may not use electronic systems in the course of any illegal activity.

Communication Tampering

Unless otherwise required by a User's job responsibility, It is unethical and may be unlawful to attempt to monitor another person's communications without that person's permission.

Copying and Copyrights

When the individual or the District does not hold the copyright, written permission from the copyright holder is required prior to duplication of software or other copyrighted material unless otherwise authorized under law. Academic dishonesty or plagiarism of any kind is unethical. Suspected occurrences shall be referred for investigation.

Harassment

ECS usage or information that is sexual in nature may be considered a violation of the District's sexual harassment policy and law. Sexual harassment shall never be tolerated and may result in termination of employment.

Wasting Resources

It is unethical to deliberately perform any act that will impair the operation of any aspect of the ECS or deny access to the ECS by legitimate users. This includes but is not limited to the willful wasting of resources and sending of "junk mail" (For example, "chain letters").

**UNITED INDEPENDENT SCHOOL DISTRICT
ETHICAL USE OF ELECTRONIC SYSTEMS**

Information Technology Use Procedure

You may not use computers or any other aspect of the ECS for any use that would:

- impede teaching and research,
- hinder the functioning of the District,
- violate an applicable license or contract, or
- damage community relations or relations with institutions with which the District shares responsibility.

It is unethical to use the ECS for:

- solicitation not related to official District's business,
- commercial gain or placing a third party in a position of commercial, non-District related activities.

EMPLOYEE AGREEMENT FOR AN ELECTRONIC COMMUNICATIONS SYSTEM ACCOUNT FORM

I have read the district's electronic communications system procedures and administrative guidelines and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated for any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the district's electronic communications system procedures and administrative guidelines.

FILL OUT FOR ANY REQUEST			
Employee Full Name:		Employee #:	
Campus/Dept Name:		Position:	
Phone Number:		Current E-mail Address:	

Signature _____ Date: _____

<input type="radio"/> NEW EMPLOYEE	
Campus/Dept: _____	
<input type="radio"/> NAME CHANGE	
Maiden Name: _____	Married Name: _____
<input type="radio"/> TRANSFER	
FROM Campus/Dept: _____	TO Campus/Dept: _____
<input type="radio"/> LEAVING DISTRICT	
FROM Campus/Dept: _____	TO New Occupation: _____

Signature _____ Date: _____

Please check off the Services that will be in use under this account:

<input type="checkbox"/> Email	<input type="checkbox"/> uisd.net <input type="checkbox"/> unitedisd.org	<input type="checkbox"/> Internet	
Supervisor Signature		Date	

<i>This space reserved for system administrator (DO NOT FILL)</i>	
Assigned username:	_____
Assigned password:	_____