

## **Cuero Independent School District Acceptable Use Technology Agreement for FACULTY/STAFF**

The Cuero Independent School District is pleased to offer access to a computer network and to the Internet to enhance the learning environment, facilitate resource sharing and to promote communication. These resources are provided primarily for educational purposes. Limited personal use is permitted as long as this does not increase the cost to the District or interferes with the operations of the system or with the performance of the employee's duties.

The use of the network is a privilege, not a right, and may be revoked if abused. This privilege carries the obligation to use these resources responsibly and to follow the District guidelines. Systems may be monitored. Legal authorities may request records. No one can expect or claim a right to privacy or unrestricted speech in the use of the District's systems. Appropriate behavior includes, but is not limited to, the following guidelines:

- All student use of the Internet should be supervised.
- Staff members should use only their individually assigned access codes. Personal codes should not be shared with students or written in plain sight.
- Staff members should not seek to access sites that are inappropriate for the public school environment.
- Staff should check the availability of sites for student assignments ahead of time and have a back-up plan in place.
- Staff should respect copyright laws and refrain from making illegal copies of anyone else's work or software. No personal or downloaded software (webshots, gator, yahoo messenger, etc.) may be installed on school computers without permission of the network administrator. Staff should not use the internet connection as a radio.
- While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.
- Do not abuse or misuse the computer, the network or the programs in any way. This includes intentionally wasting resources, downloading music during school hours, playing online games, creating or printing inappropriate materials, printing excessive quantities, tampering with computer parts, erasing programs or others' files, introducing viruses, attempting to gain unauthorized access and modifying settings without permission.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **CONSEQUENCES FOR INAPPROPRIATE USE:**

- Suspension of access to the system
  - Revocation of the computer system account; or
  - Other disciplinary or legal action, in accordance with the District policies and applicable laws.
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