

Marble Falls ISD Technology Resources Acceptable Use Policy for Staff

Marble Falls I.S.D., being CIPA (Children’s Internet Protection Act), COPPA (Children’s Online Privacy Protection Act), and FERPA (Family Educational Rights and Privacy Act) compliant, offers access for student, employee and approved on-campus guest use. This document contains the Acceptable Use policy for the use of MFISD Technology Resources which includes: the Internet, MFISD computer networks, devices provided by the district, and personally owned devices connected to the network. All users must acknowledge that this is a legal and binding document. Use of MFISD Technology Resources is considered a privilege by the MFISD School District. It is not considered a basic right for students, staff and guests. MFISD reserves the right to revoke any access through inappropriate use and take appropriate corrective measures to insure the integrity of Marble Falls ISD is upheld. The superintendent or his/her designees shall oversee the administration of MFISD Technology Resources.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may come across material you find objectionable. While MFISD will use filtering technology to restrict access to such material, it is not possible to always prevent such access. To function effectively, staff must assume personal responsibility to behave ethically even when technology provides them the freedom to do otherwise. Appropriate access and use of these resources is the responsibility of the user and the user is held responsible for their behavior. An approved Internet content filtering device has been installed to help enforce MFISD CQ Local policy.

Users of MFISD Technology Resources may use their personally owned devices. These include any device capable of accessing the available Technology Resources including but not limited to laptops, netbooks, smartphones, cellphones, iPads, iPods, tablets and eReaders. Connection of personal devices to available Technology Resources will be primarily for educational purposes. The District will not be responsible for loss, theft, maintenance, troubleshooting, damage, nor unauthorized access of any personally owned devices. All District and personally owned devices used while on or near District property, in District owned vehicles, and at District sponsored events are subject to all District policies and procedures.

MFISD reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

ACCEPTABLE USE AND DIGITAL CITIZENSHIP

MFISD Technology Resources have been established for educational purposes. The term “educational purpose” includes instructional, research, assessment, learning opportunities and administrative purposes and in accordance with administrative regulations.

Limited personal use of the system by employees shall be permitted if the user does not impose tangible costs on the District, does not unduly burden the District’s Technology Resources, and has no adverse effect on any employee’s job performance or on any student’s academic performance.

MFISD has the right to place reasonable restrictions on the material you access or post through the system. Users will have access to all school related technology resources.

GOOGLE APPS FOR EDUCATION

Marble Falls ISD will create accounts for all staff to allow for collaborative sharing using Google Apps for Education. These tools are housed on the Internet and can be accessed from any Internet-connected device. No special software is required.

Google Apps for Education is a set of online tools for communication, collaboration, time- management and document storage.

Access Restriction:

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of MFISD. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to campus administration for further investigation and application of necessary consequences as indicated in the Employee Handbook.

Security:

Marble Falls ISD cannot and does not guarantee that the security and confidentiality of Google's system will never be breached, nor that, as a result, personal identifiable information will never be obtained or accessed by unauthorized persons. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

Privacy:

The District reserves the right to access, monitor and review content in the Google Apps for Education system at any time. The District complies with all state and federal privacy laws.

INTELLECTUAL PROPERTY RIGHTS

As agents of the District, employees shall have limited rights to work they create using the district's electronic communications system. The District shall retain the rights to any product created for its use by an employee even when the author is no longer an employee of the district.

LIMITATION OF LIABILITY RETENTION OF RECORDS

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 you may suffer, including but not limited to, loss of data, personal liability or interruptions of service, theft, loss, or damage of personally owned devices. 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 through the unauthorized use of the system.

- The district will not be financially responsible for any data charges incurred on personally owned devices for any reason.
- Users are responsible for notifying their appropriate campus contact if MFISD Technology becomes damaged or is experiencing problems.
- MFISD utilizes cloud-based services; therefore you should not expect total privacy.
- A district employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resource, in accordance with the District's record management program.

- It is the responsibility of the employee to manage their data stored on the network. It should be maintained throughout the year and unnecessary or expired items should be removed in accordance with the District's record management program.
- The District utilizes certain testing websites for standardized testing from the State, which requires use of the Internet, i.e. End of Course Exam, TELPAS, TAKS, STAAR, etc. The requirement of standardized testing supersedes this agreement.

RESPONSIBLE USE

- Do not open attachments from unknown sources. They may contain viruses that may damage your system.
- Do not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Check email frequently and delete unwanted messages promptly. Mailboxes will be managed under established district policies regarding record retention.
- Subscribe only to high quality discussion group mailing lists that are relevant to your education or career development.
- Do not repost a message that was sent to you privately without permission of the person who sent you the message.
- Do not post private information about another person.
- Passwords are private and not to be shared with anyone. This is a security control mandate and falls under personnel subordination parameters. If you feel your password has been compromised it is your responsibility to notify district personnel.
- If inappropriate information is mistakenly accessed, it is your responsibility to immediately notify a supervisor. This will protect you against a claim that you have intentionally violated this Policy.

SECURITY

Users are responsible for the use and protection of their computer accounts (Electronic Identity).

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- System users may not use another person's system account.
- System users must not share passwords and must change passwords in accordance with District directives.
- MFISD network systems will require users to comply with password character and change frequency requirements.
- Staff should not allow students to use employee devices.
 - Limited privacy should be expected in the contents of your personal files on the District system. While your password is secure, the district does hold the right to investigate any legitimate suspicion of any violation of the Acceptable Use Policy.
 - Students, parents and staff should be aware that all devices are subject to search by school administrators if the device is suspected of violation of the appropriate code of conduct. If the device is locked or password protected the user will be required to unlock the device at the request of a school administrator.
 - Routine maintenance and monitoring of MFISD Technology Resources may lead to discovery that you have violated this Policy, the Code of Conduct or the law.
 - The primary user of a privately owned device is responsible for all activity conducted on the device regardless of who is using the device.

UNACCEPTABLE AND INAPPROPRIATE USE

- MFISD Technology Resources may not be used for commercial purposes. A bulletin board is available to district employees on the district website and may be used for postings (not on-going business).
- MFISD Technology Resources may not be used for political lobbying. Resources may be used to communicate with elected representatives and to express your opinion on political issues should this communication be a part of your job description.
- Printing from personal devices will not be possible at school.

Inappropriate actions:

- Sharing Technology Resource access passwords.
- MFISD Technology Resources should never transmit or receive inappropriate messages.
- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- Posting of information that could cause damage or a danger of disruption shall not be posted.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment of another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Knowingly or recklessly access sites or allowing your access to be used by anyone, which would include obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful sites.
- Infringing on copyright: The MFISD is not responsible for copyright infringements by staff. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask your supervisor.
- Creating or connecting to unauthorized wireless or wired networks to access or bypass the District's Technology Resources. This includes, but is not limited to, connecting via another provider (3G/4G), establishing wireless access points (Wi-Fi), wireless routers, open networks on personal devices and establishing wireless ad-hoc peer-to-peer networks.

Illegal Activities

- Making unauthorized copies of software, or using software in violation of the license agreement.
- Attempting to gain unauthorized access to MFISD Technology Resources or to any other computer system through MFISD Technology Resources or to go beyond your authorized access. Including attempting to log in on another person's account or access another person's files.
- Attempting to use any software, utilities or other means to access Internet sites or content blocked or filtered by the district.
- Making deliberate attempts to disrupt computer systems or destroying data by spreading computer viruses or by any other means.
- Engaging in any other illegal acts.
- Using MFISD Technology Resources to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both a teacher and parent have approved.

USE OF PERSONALLY OWNED TECHNOLOGY DEVICES

Staff use of personally owned devices on MFISD property or at a District sponsored event is at the sole discretion of the district employee.

The Marble Falls ISD offers guest wireless internet access for personally owned devices in our buildings. This Internet access will be provided with the most protective level of Internet filtering currently deployed for MFISD student access. The MFISD Guest Wireless Network does not allow access to any MFISD resources that are not available from the Internet.

Staff who wish to connect their personal wireless devices to the district's guest wireless network will be required to login to the MFISD_GUEST wireless network.

The primary purpose of the MFISD network is to provide connectivity for District-owned devices, MFISD reserves the right to restrict access, bandwidth and content as it deems necessary on all wired and/or wireless networks. Configuring personal devices to connect to the MFISD_GUEST Wireless Network is the sole responsibility of the user. MFISD does not provide technical support and assistance for personally owned devices.

Each time a personally owned electronic device is used on MFISD property or at a District sponsored event, the user agrees to the terms listed below:

- User will abide by all provisions outlined in the Acceptable Use Guidelines.
- Marble Falls ISD will not be held liable for any damage that may occur as a result of connecting to the MFISD Guest Network.
- Marble Falls ISD will not be held responsible for any physical damage, loss or theft of the personally owned device.
- The MFISD Guest Wireless Network will provide filtered Internet access and related web-based services only.
- Marble Falls ISD reserves the right to inspect, at any time, any personally owned or district issued device, and the network communications going to and from it, while connected to the MFISD Network. Such monitoring may be conducted remotely, and without prior notification to the device owner.
- Personally owned devices will only be connected to the network via the MFISD Guest Wireless access connection. Any attempt to make an unauthorized connection to another MFISD wireless network, plug a personally owned device into the MFISD physical network, or circumvent any MFISD Internet filtering may result in a loss of those individuals' privileges to bring a personally owned device to MFISD facilities, as well as other potential disciplinary actions.
- Marble Falls ISD will not be obligated to supply electrical power access for these devices nor will the District be responsible for damage caused by using the District's power supply.
- Use of personally owned devices on MFISD property or at District sponsored events is governed by the District/campus administration.
- Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.
- Persons connecting computers to the MFISD Guest Wireless Networks agree to maintain current antivirus prevention software enabled on their computers.

- Persons accessing MFISD email or any confidential MFISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all District required system security procedures as well as applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA] standards. If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all MFISD e-mail or other confidential information, the user must contact the MFISD Information Technology Help Desk immediately.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited.

VANDALISM PROHIBITED

Any attempt to harm or destroy District equipment, data, or data of another user of the District's system or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of MFISD Technology Acceptable Use Guidelines and may constitute criminal activity under applicable state and federal laws. In such cases, the district may file charges. Vandalism, as defined above may result in the cancellation of system use privileges and restitution for costs associated with system restoration, as well as other appropriate consequences.

WEB PUBLISHING STANDARDS

- All work must be free of spelling and grammatical errors.
- Documents must not contain any objectionable material. This includes religious, racial, sexual, violent or profane material.
- No unlawful copies of copyrighted material may be produced or transmitted.
- There will be no personal reference made about staff or students.
- Published email addresses will be restricted to those of staff members.
- No advertisements or endorsements of any kind will be allowed or linked to other than district approved fundraisers or sponsors.
- All publishing of information must be located on District owned or District approved sites

DISCLAIMER

The District's system of technology resources is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The District does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals in the system are those of the providers and not the District.

Access to the Internet is provided on an as is basis. The Marble Falls ISD, its Board of Trustees, agents and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the Internet or the MFISD network, or any information or software accessed or received by the user. Marble Falls ISD will not be responsible to or liable to the user for any claims, losses or damages the user may suffer as a result of these Terms and Conditions or access to the Internet, including without limitation any losses, claims or damages arising from Marble Falls ISD's negligence or the applicant's own errors or omissions.

All users of the system agree that this limitation releases Marble Falls ISD from any claims; damages or losses suffered arising from the use of this system. Use of any information obtained over this network is at the applicant's own risk. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations or copyright restrictions or other laws, users' mistakes or negligence and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness or usability of any information found on the Internet.

These acceptable use guidelines may be updated or revised as needed throughout the year.

Marble Falls ISD has the right to collect and examine any device suspected of attack/virus infection.

School Board Policy Reference

[CMB \(LOCAL\)](#)

[AE \(EXHIBIT\)](#)

[DMA \(LEGAL\)](#)

[EHAA \(LEGAL\)](#)

Marble Falls Independent School District

Employee Account Agreement

The MFISD Technology Resources Acceptable Use Policy for Staff is accessible via the MFISD webpage at www.marblefallsisd.org. Please go to the top navigation bar, click on “Departments”, then “Human Resources”, and finally “Acceptable Use Policy.” It is also listed under “Employee Resources” tab on the District website.

Employee Name _____

Position _____

Campus/Department _____

I have read the District’s Technology Resources Acceptable Use Policy for Staff.

I agree to follow the rules contained in this policy. I understand that if I violate the rules, I may face disciplinary action in accordance with district policy. Disciplinary action for first offenses will be a written reprimand which may include suspension and/or termination. A second offense will lead to termination.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Employee Signature

Date