



**Computer, Network, Internet and Web Page  
Acceptable Use Policy  
For the Employees of the Coupland Independent  
School District.**

Coupland ISD (“CISD”) computer and information technology resources exist solely for educational and administrative purposes, which are defined as classroom and administrative office activities, and career and professional development of an educational nature. As used in this document, the term “computer and information technology resources” refers to all computer and information technology systems and accessories. These include, but are not limited to, the local area networks, wide area network, the Internet connection and World Wide Web, electronic mail, computers, printers, Chromebooks, servers, access to research databases and services, other communications equipment or peripherals, software programs and data.

CISD intends to utilize the computer and information technology resources to fulfill its ultimate goal of preparing students for success in life and work in the 21st Century. To this end, the computer and information technology resources will be used to facilitate communication between and among students, staff, and parents/guardians; enhance productivity; assist staff members in upgrading and acquiring skills through a broader exchange of information; and to provide information to the community, including parents/guardians, government, and community agencies and businesses.

The computer and information technology resources are not to be considered a resource intended for use as a public forum or for any non-CISD business or non CISD-sponsored purpose that is not directly related to the delivery of educational services.

CISD provides students with computer systems and Google Apps for Education accounts. Google Apps for Education includes free, web based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and CISD. Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use.

Users are expected to abide by the generally accepted rules of network etiquette which include, but are not limited to:

- a) Be polite. Use appropriate, non-abrasive language.
- b) Do not reveal personal information such as last names, addresses, phone numbers, photos, etc. that could identify the user or other students or staff.
- c) Do not use the network in such a way as to disrupt its use by others.
- d) Do not make defamatory remarks, sexual or racial slurs, or use obscene or profane language.
- e) Passwords should not be revealed or shared with anyone.



The following rules apply to the use of the CISD computer and information technology resources.

1. CISD computer and information technology resource access is a privilege, not a right. The use of the CISD computer and information technology resources must be consistent with, and directly related to the educational objectives of the CISD. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of access privileges. Users should be aware that if a violation of these rules constitutes a crime, then that violation will also be reported to the proper authorities and may result in criminal prosecution.
  
2. Violations of Acceptable Use Policy include, but are not limited to, the following conduct:
  - a. Placing unlawful and/or inappropriate information on any system belonging to the CISD.
  - b. Connecting, posting, downloading or using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing, or otherwise objectionable or criminal language or material.
  - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
  - d. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
  - e. Using the computer and information technology resources in a manner that would violate any federal, state or local law or any CISD policy. This includes, but is not limited to, copyrighted materials, threatening material, and spreading of computer viruses, malware or spam.
  - f. Accessing or transmitting materials that are obscene, sexually explicit, or accessing any prohibited sites on the Internet.
  - g. Revealing ones' password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer and information technology resources.
  - h. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override or to encourage others to override any firewalls or filters established on the network, or accessing another's e-mail without authorization.
  - i. Attempting to harm, modify, or destroy data of another user.
  - j. Discussing highly sensitive or confidential school department information in email communication.
  - k. Sending identifiable confidential student or employee data through email.
  - l. Using the CISD technology to buy, sell, or advertise anything not directly related to CISD work/activities.
  - m. Accessing discussion groups or "chat rooms" or engaging in any other form of online conversation or communication whose primary purpose is not educational or CISD related.



- n. Using the CISD technology network for gambling.
  - o. Using the CISD technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
  - p. Installing software or data without the permission of the Technology Specialist
  - q. Harassment of any kind is prohibited. No message with derogatory or inflammatory remarks about an individual or group's race, age, religion, national origin, physical attributes or sexual preferences will be transmitted.
3. CISD assumes no responsibilities or liabilities for:
    - a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.
    - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
    - c. Any cost liability or damages caused by a user's violation of these guidelines.
    - d. Any information or materials that are transferred through the network.
    - e. Any other inappropriate use of electronic resources of the CISD.
  4. CISD makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The CISD shall not be liable for any loss or corruption of data while using the network.
  5. All documents and resources created on this system are the Intellectual Property of the CISD.
  6. **No Expectation of Privacy.** All messages and data created, sent, or retrieved on a CISD computer or network are the property of the CISD. Electronic mail messages and other use of electronic resources by students and staff, including accessing web pages, should not be considered confidential. No one should have any expectations of privacy regarding such resources.
  7. CISD is not responsible for material viewed or downloaded by users from the Internet. The Internet contains millions of pages of information. You are cautioned that many of these pages include offensive, sexually explicit, and inappropriate content. In general, it is difficult to avoid at least some contact with this material while using the Internet since even innocuous search requests may lead to sites with such content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. You access the Internet at your own risk.
  8. If a user finds materials that are inappropriate while using the CISD computer and information technology resources s/he will refrain from downloading this material and shall not identify or share the material.



9. Should a user, while using the CISD computer and information technology resources, encounter any material that s/he feels may constitute a threat against the safety of students, staff members or the property of the CISD, that user is obligated to report his/her discovery of such materials to his/her supervisor.
10. The CISD prohibits illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network or whose accounts are found to contain such illegal files shall immediately have their accounts permanently revoked.
11. The CISD reserves its rights to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.
12. The CISD administration reserves the right to amend this policy at any time without prior notice.

### **Web Page**

Coupland ISD has established a district-wide web page that links users to web pages for the district's teachers and departments. CISD maintains these web pages for educational purposes only, in furtherance of the educational mission of the CISD. All published pages and corresponding links to other sites must relate to CISD's educational mission.

#### **SUPERVISION AND APPROVAL OF WEB PAGES**

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing CISD's web pages and maintaining the web pages in a manner consistent with the CISD Internet Acceptable Use Policy. The Webmaster will work with staff to make sure all links from the CISD web pages to other sites on the Internet are appropriate. District and school staff must ensure that the links are related to CISD's educational mission.

Staff members may publish web pages related to their professional projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the CISD web site.

#### **CONTENT STANDARDS**

All web page materials are expected to be accurate, grammatically correct, and free of spelling errors. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.



## **SAFETY PRECAUTIONS**

In general, identifying information about students such as first and last names, personal phone numbers, or home addresses, will not be published without the written consent of the student's parent or guardian.

### *Student photographs, identifying information and work:*

- Student photographs, accompanied by first and/or last name, may be published only with the written consent of the student and the student's parent or guardian.
- Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

### *Staff photographs, identifying information and work:*

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- A staff member's home phone number and address will not be published on the CISD web pages.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the staff member's written consent.



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I have read and understand the Coupland ISD's Acceptable Use Policy for its Employees and I agree to follow the rules set forth in the Policy. I also acknowledge that I do not have an expectation of privacy in the use of the CISD computer and information technology resources, including e-mail. I understand that if I violate the Policy my CISD email account as well as other CISD computer and information technology resources privileges may be taken away from me. I also understand that, if I violate the Policy, the appropriate actions, including but not limited to disciplinary action, will be taken by Coupland ISD

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Staff Web Publishing Agreement**

Coupland ISD maintains web pages for teachers, students, and departments. Photo images and names of teachers and staff are sometimes displayed on the web pages as a means of communicating and sharing information with the community. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give my permission to Coupland ISD to display on the school web pages pictures of myself, information about my responsibilities, and my name, as they relate to activities, projects, and programs at the school.

Staff Member Name: (Please print) \_\_\_\_\_

Staff Member Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* Signature signifies a contractual agreement for the period of time that the staff member is employed by Coupland ISD schools.