

Acceptable Use Policy (AUP) for the Employees of Jim Ned CISD Electronic Communications System

You are being given access to the District's electronic communications system. It will be your responsibility to follow the rules for appropriate use. Any violation of the AUP will result in consequences as prescribed by JNCISD Board Policy and/or the Student Code of Conduct Manual.

Safety of Self and Others

- System users will report to their supervisors any message received that is inappropriate or makes them feel uncomfortable.
- System users will not reveal personal information, such as: phone number, address, password, or username.
- System users will use appropriate language and follow appropriate netiquette (to include but not limited to the following):
 - Will not agree to meet with someone they met online
 - Will not use the system to harass, threaten, or harm the reputation of others
 - Will not use swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language
 - Will not send or receive obscene pictures or messages.

Access and Uses

- Student users will not access personal email accounts or participate in chatrooms, instant messaging (IM), or other forms of direct electronic communications (such as MySpace, Facebook, etc.)
- Student users will not use the system for purchasing products or services.
- System users will not send messages under a false identity.
- System users will use the JNCISD system, primarily, for educational purposes.
- System users will not access email of other users.
- Employee email accounts shall not be considered confidential and may be viewed upon request under the Open Records Act.
- System users will not access files and/or documents of other users without permission.
- System users will not use the Internet for financial gain or for political or commercial activity.
- System users will not access inappropriate content for any purposes.

Copyright Laws

- System users will not download and/or install unauthorized software or digital media.

- System users will strictly adhere to copyright laws, including [Fair Use Guidelines](http://www.copyright.gov/fls/fl102.html) (<http://www.copyright.gov/fls/fl102.html>).
- It is the system user's responsibility to obtain and maintain, prior to use or publication, any necessary written permission granting the authority to publish any copyrighted materials, including but not limited to: photographs, images, cartoons, logos, digital sound, and music files.

Illegal Activities

- System users will not use the system for illegal purposes or any other activity prohibited by the District.
- System users will not download and/or install illegal or illegally obtained software, or personally owned software to include but not limited to: freeware, shareware, hackware, etc. on JNCISD equipment.

System Security

- System users will not attempt to harm, vandalize, or destroy equipment or materials.
- System users will not attempt to delete or modify system data or software.
- System users must ensure that all files brought into the JNCISD system are virus free.
- System users bear the responsibility to immediately notify the appropriate JNCISD employee of any virus or other disruptive software detected on any JNCISD equipment.
- System users will not intentionally infect a computer or network with a virus.
- System users will not engage in activities that disrupt the performance of the network, including but not limited to: use of Internet radio; non-educational Internet games, videos, or music; or any purely non-educational access.
- System users will not disclose passwords.
- System users will always immediately report any known violations of the JNCISD Acceptable Use Guidelines to a teacher or administrator.
- System users will not gain unauthorized access to system passwords in an attempt to obtain District resources and/or information.
- System users will not attempt to circumvent JNCISD network security, including but not limited to: bypassing Internet filters or the use of proxy servers, hackware, freeware, and unauthorized shareware.

Respect for System Limitations

- System users will not download large files from outside the JNCISD network without permission from the teacher or district/campus administrator.
- System users will not use their home directories for storing large personal files, including but not limited to: videos, images, music, executable files, etc.

JNCISD Electronic Communications System The Acceptable Use Policy (AUP) Permission Form

Staff:

I hereby release the JNCISD, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature from my use of or inability to use the district system. I am aware of the restrictions against accessing materials that violate the district Acceptable Use Policy. I am aware of the importance of following the rules for personal safety.

I give permission for my photograph to be displayed on Jim Ned websites.	YES	NO
I waive the right to receive a complete hard copy of the Jim Ned CISD Electronic Communication and Data Management Policy, which may viewed on the JNCISD homepage at http://www.jimned.esc14.net by clicking on the link.	YES	NO

(If one or more of the above items have been marked NO, the district will take appropriate steps to comply with your wishes.)

I have read, understand, and will abide by the Acceptable Use Policy for JNCISD. Should I violate the Acceptable Use Policy for JNCISD, my access to district computers may be revoked and/or school disciplinary action may be taken.

Name (print) _____ Signature _____ Date _____