

# Staff Acceptable Use Policy (AUP)

North Zulch Independent School District computers, the District network to which they are connected, and District-funded Internet connections are provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in the service of the education of the students of the North Zulch ISD. This policy applies to, and describes the responsibilities and obligations of, all District employees using the District's electronic information resources, including the District's computers, electronic devices, and network.

## **North Zulch ISD Computer and Network Acceptable Use Policy for Staff**

### **I. Description of the District's Electronic Information Resources.**

The District's electronic information resources covered by this policy include the District's computers, electronic devices, and network. These electronic information resources are District property, provided to meet district needs. They do not belong to employees.

#### **A. Definition of "District Computers":**

The term "District computer" means any computer, including a laptop or tablet computer, that is owned, leased or rented by the District, purchased with funds from a grant approved or awarded to the District, or borrowed by the District from another agency, company, or entity, whether or not the computer is equipped with a Wi-Fi card or communication peripheral capable of digital connection.

#### **B. Definition of "Electronic Devices":**

The term "District electronic device" means any device other than a District computer that is capable of transmitting, receiving, or storing digital media and is owned, leased, or rented by the District, purchased with funds from a grant approved by or awarded to the District, or borrowed by the District from another agency, company or entity, whether or not the electronic device is portable and whether or not the electronic device is equipped with a modem or other communication peripheral capable of digital connection.

District electronic devices include but are not limited to:

- Telephones
- iPads
- Computers
- Radios

- Chromebooks
- Voice mail
- E-mail
- Digital cameras
- Portable storage devices such as thumb drives (flash memory) and zip drives
- Portable media devices such as compact discs (CD's) and digital versatile discs (DVD's)
- Printers, copiers, scanners, fax machines, or "all in one" peripheral devices.

**C. Definition of "District Electronic Network":**

The term "District electronic network" means the District's Wide Area Network (WAN), Local Area Network (LAN), and Internet systems including software, E-mail, and voice mail systems.

**II. Computer and Software**

NORTH ZULCH ISD COMPUTERS WILL BE INSTALLED AND MAINTAINED ONLY BY AUTHORIZED STAFF.

The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the District network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the designated administrator at each site.

1. Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
2. Software not related to the mission of the North Zulch ISD will not be installed on North Zulch ISD equipment.
3. 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.

District technical staff has the capacity to survey individual computers through the network, will remove programs not authorized for installation, and will report the incident to the appropriate site and district administration.

- B.** Any password protection whether at the system level or the program level must be registered with the Technology Director. The District needs the ability to access its own equipment. Care must be taken to ensure that students or other

unauthorized individuals cannot change passwords. If a device is unlocked to make an update, reset the Screen Time or security settings of the device, before student use.

- C. Screen savers, sound events, wallpaper and other system additions represent the North Zulch ISD as well as the individual, when found on North Zulch ISD systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.

### III. **Local Area, District, and Internet**

Electronic information services (Local, District-wide, and Internet) are available to students and staff in North Zulch ISD. The North Zulch ISD strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Staff Internet access will be granted through local area networks and District Internet connections. A set of expectations and understandings apply to all using North Zulch ISD network services as representatives of North Zulch ISD on the District network and on the Internet through the North Zulch ISD Internet gateway. These include:

- A. Staff must understand that all the rules of conduct described in the North Zulch ISD Employee Handbook apply during network use.
- B. Employees are prohibited from using the District's computers, electronic devices, network and other electronic resources for transmitting, knowingly receiving, or storing any oral or written communication that is obscene, threatening or disruptive, or that reasonably could be construed as harassment or disparagement of others based on their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
- C. Employees are prohibited from using the District's computers, electronic devices, and network for transmitting, knowingly receiving, or storing any visual image that depicts actual or simulated torture, bondage, or physical abuse of any human being or other creature, or that is sexually explicit.
  - 1. "Sexually explicit" means a visual depiction of actual or simulated sex acts, and the unclothed human genitalia, pubic area, anus, buttocks, and female breasts that lacks serious artistic, literary, scientific, or political value.
  - 2. This prohibition applies to visual depictions of any kind, including screen savers, drawings, cartoons and animations.

- D. Staff must use assigned accounts or passwords to access District computers, electronic devices, and network. No employee shall permit the use of his or her assigned account or password, or use another person's assigned account or password, without the prior express written consent of the employee's supervisor and the designated technology administrator at the employees work site. This must be in support of the educational goals and objectives of the District. Staff must:
1. not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising.
  2. not send any message through the network, e-mail system or Internet connection under someone else's name.
  3. not transmit, request, or receive materials inconsistent with the mission and values of the North Zulch ISD.
  4. not attempt to breach network security or transmit viruses.
  5. not mass distribute e-mail to a site without administrative approval or the approval of the Superintendent.
  6. not access pornographic or other websites that are inconsistent with the mission and values of the District.
  7. not mass distribute mail without administrative approval.
  8. not use student information for non-educational purposes. ie: Violation of FERPA.
- E. Staff must use language appropriate for a public system in all communications.
- F. Staff must respect the copyright and/or software licensing of material received through the North Zulch ISD network, e-mail system, or Internet connection.
- G. Staff must understand that the public meeting provisions of the Brown Act cannot be subverted through e-mail or network conferencing.

#### **IV. Filters and Other Internet Protection Measures**

To ensure that the use of the District's network is consistent with the District's mission, the District uses content and bandwidth software to prevent access to pornographic and other websites that are inconsistent with the mission and values of the District. No employee shall bypass or evade, or attempt to bypass or evade, the District filter system. Further, no employee shall direct students to, nor provide permission for students to, intentionally bypass NZISD filtered wi-fi or NZISD-provided internet service so as to provide students access to non-filtered, non-NZISD operated internet.

#### **V. Cyber Security**

If a staff member suspects that they have been victimized by malicious cyber activity such as a phishing or malware attack, or if they have clicked on a

suspicious link in an email message, they should report this activity to their administrator or to the Technology Director immediately.

Immediate reporting of suspicious cyber activity to the IT Department is crucial to the timely isolation and removal of any potentially dangerous code from the North Zulch ISD computer network.

## **VI. No Employee Privacy**

Employees have no privacy whatsoever in their personal or work-related use of the District's computers, electronic devices, network, and other electronic information resources, or to any communications or other information in the District's electronic information resources or that may pass through District electronic information resources. The District retains the right, with or without cause, and with or without notice to the employee, to remotely monitor, physically inspect, or examine the District's computers, electronic devices, network or other electronic information resources, and any communication or information stored on or passing through the District's electronic information resources, including but not limited to software, data and image files, Internet use, e-mails, text messages, and voice mail. Staff must understand that as a matter of law, any document pertaining to the public business on a publicly funded system is a public record.

## **VII. Sanctions**

Individuals who violate the terms of the *Computer and Network Acceptable Use Policy for Staff* will be subject to a series of sanctions through Information Systems including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, Internet, e-mail privileges, and/or other administrative actions.

Staff Name (Print) \_\_\_\_\_

Staff Name (Signature) \_\_\_\_\_

Date \_\_\_\_\_