



## Employee Responsible Use Technology Agreement

Fort Hancock ISD provides an array of technology resources for employee to use to enhance the learning environment, facilitate resource sharing, and to promote communication. As a FHISD employee, you are being given access to the district's network and technology resources and you are expected to help students use new technologies in a meaningful, safe and responsible way. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity. This agreement outlines appropriate use when using technology resources.

In accepting this agreement, employee acknowledge the following rules and conditions:

### Responsible Use Guidelines

The purpose of a Fort Hancock ISD user account/session is to access the Fort Hancock ISD network and to facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.

**Network Resources** – Access to Fort Hancock ISD network is a privilege, not a right, and may be revoked if abused. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.

**Privacy** - FHISD user accounts are owned by the FHISD. There is no expectation of privacy in the use of FHISD technology. Employee user accounts/sessions and activities, including all online activities are subject to monitoring. All digital files and online activities may be retrieved by Fort Hancock ISD staff at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian. Fort Hancock ISD reserves the right to monitor all accounts/sessions in order to maintain system integrity and to ensure responsible use.

**Inappropriate Material** - A content filtering solution is in place that will block, filter, and prevent access to certain sites and images that may contain inappropriate matter, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be harmful and of non-educational value by the FHISD. The FHISD is not responsible for the content accessed by users who connect via their own wireless service (cellphones, air-cards, etc.).

**Netiquette & Electronic Mail** – Staff use of electronic communication should reflect professional standards and adhere to FHISD codes of conduct and policies.

- **District emails is not private and is subject to the Open Records Act.**
- **DO NOT send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity.**
- **The use of district online systems of personal gain, political lobbying or any other purpose which is illegal or against district policy is not permitted.**
- **Use the forward button with care. Do not forward or send chain letters, virus warning or forward email messages without a legitimate FHISD business purpose and/or forward messages under circumstances likely to lead embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination.**
- **DO NOT open or respond to emails that look suspicious, unusual or are from unknown sender.**
- **DO NOT provide information through an email regarding credit card information, passwords, or other sensitive information.**
- **NEVER make any type of monetary payment based on an email.**
- **DO NOT open attachments or click on links from unexpected senders.**

Employees are not permitted to access, transmit, retrieve or store materials that are discriminatory, harassing, violent, obscene, pornographic, or inappropriate. Should employees encounter such material by accident, they should report it to their supervisor immediately. The use of district online systems for personal gain, political lobbying or any purpose other than educational uses is illegal and against district policy. Such use is not permitted.

## Government Laws

Technology is to be utilized in conformity with laws of the United States and State of Texas. Violations include, but are not limited to, the following:

- **Criminal Acts** – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- **Libel Laws** – You may not publicly defame people through the published material, email, etc.
- **Copyright Violations** - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

## Responsible Use and Digital Citizenship

**Respect Yourself:** I will use technology resources productively and responsibly for school related purposes. I will be professional and refrain from using profanity, vulgarities or any other inappropriate language in all digital communication with others.

**Protect Yourself:** I understand that it is my responsibility to appropriately secure my account. I understand that I am to notify district technology staff immediately if by accident I encounter materials which violate appropriate use. I am responsible for all activity initiated by and/or performed under my account and I understand that all my activities are subject to monitoring. I understand that my district email account is owned by the district and is not private. FHISD has the right to access my information at any time.

**Respect Others:** I will help maintain a safe computing environment and I will only allow students with proper authorization to access the network or Internet. I understand that all student use of the Internet is to be vigilantly supervised.

**Respect Intellectual Property:** I will respect all copyright guidelines and I will follow all guidelines set forth by the district when publishing online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

**Protect Intellectual Property:** I will refrain from the use of or access of files, software, or other resources owned by others without the owner’s permission. I will refrain from attempting to bypass, or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, web-based services and/ or software not approved by Fort Hancock ISD.

**Report any suspicious email activity:** I will report any suspicious, unusual, email activity to Technology Department. I will refrain from opening, forwarding, or responding to any of these emails. I will also avoid opening attachments or links from unexpected senders.

## Disclaimer of Liability

Fort Hancock ISD shall not be liable for the user’s inappropriate use of the District’s technology resources or violations of copyright restrictions, users’ mistakes or negligence, or cost incurred by users. FHISD shall not be responsible for ensuring accuracy or usability of any information found on the Internet.

Data contained in the FHISD technology resource systems remain the property of Fort Hancock Independent School District. Electronic mail transmissions and other use of FHISD technology resource systems including Internet access and data storage shall not be considered confidential and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

## Consequences

All FHISD employees will abide by this Responsible Use Technology Agreement. Noncompliance with the guidelines contained in this document and in Board policy CQ may result in suspension or termination of technology privileges and other disciplinary actions. Disciplinary actions will be tailored to meet specific concerns related to the violation. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. District and campus administrators will determine what is considered to be inappropriate use of the FHISD computer network and may suspend an account or network access at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_