Commerce Independent School District
Acceptable Use Policy

NOTE: Please read the following carefully before signing the attached agreement. This is a legally binding document. Consent or denial of usage according to this policy will be on an annual basis. Signed agreement will be on file at each campus.

Network services are available to students and teachers in the Commerce Independent School District (CISD). CISD is the provider of multiple networks. These services are a vital asset and include inner school, district wide, and worldwide access to vast, diverse, and unique resources. Our goal in providing these resources is to promote educational excellence in CISD schools by facilitating resource sharing, innovation, and communication.

Network access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. The terms and conditions listed below are provided so that users are aware of the privileges and the responsibilities related to network use. Efficient, ethical, and legal utilization of the network resources is expected. Signatures on the attached agreement are legally binding and indicate that the parties who signed have read this Acceptable Use Policy (AUP) carefully and understand its significance.

SYSTEM ACCESS:
- District employees will be granted access to the District's system upon completion of Staff Member AUP Agreement.
- Students will be granted access to the District's systems by their teachers, as appropriate, after completion of Student AUP agreement and instruction in the proper use of the network by a CISD staff member.
- If a user violates any of the provisions of network use, the user may be subject to disciplinary action as included in our student code of conduct.
- Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
- User access will cease upon withdrawal from school or termination of employment.

INDIVIDUAL USER RESPONSIBILITIES:
The purpose of the CISD network, Internet access, and access to other online services is to support research and education in CISD and among other academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the network must be in support of education and research and be consistent with the educational objectives of CISD. All network access using district equipment must comply with CISD terms and conditions. The terms and conditions are not limited to, but include, the following user guidelines:
- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- Use for commercial activities, for product advertisement, or political lobbying is prohibited.
- Illegal activities are strictly prohibited.
- All files and programs on the computer belong to someone. Users shall not erase, rename, or make unusable anyone else's files or programs.
- Users shall not copy, change, or transfer any software provided by CISD, teachers, or another student without permission from a CISD supervisor.
- Users shall not copy or place on any district system any copyrighted software from any source without a license. It is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- Users shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer memory, file system, or software.
- Users shall not access, create, send or post material that is abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Users who gain access to such material are expected to discontinue the access as quickly as possible and report it to the supervisor.
- Files and electronic mail are subject to monitoring. System administrators have access to all files, including mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.

- Users shall not waste District resources related to the electronic communications system.
- Users shall not gain unauthorized access to resources or information.
- Users will be assigned a login and agree to only access the network with this login.
- Users shall not remove CISD property (hardware or software) without written permission of the supervisor.
- Users shall not attempt to sabotage network systems or programs.
- Users shall not bring prohibited materials into the schools' electronic environment.
- Users shall not upload or download programs or other files without the expressed permission of their teacher or supervisor. Users are responsible for determining whether a program is copyrighted.
- Users shall not attempt to secure a higher level of privilege on network systems.
- Individual users will be responsible at all times for the proper use of a hardware and software.
- Development of web pages for instructional support is encouraged. Administrative approval shall be acquired before posting an educational web page for public access. Web page content shall be consistent with the guidelines set forth in CISD policy.
- Users shall abide by all CISD policies.
- Users shall not reveal personal information about students or colleagues.
- Users shall not use the network in such a way that would disrupt the use of the network by other users (e.g. uploading and/or downloading huge files; sending mass e-mail messages; forwarding chain letters; indiscriminately subscribing to services or newsgroups; annoying other users electronically.)

CONSEQUENCES OF IMPROPER USE:
The use of the CISD network is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege. Based upon the Acceptable Use Policy outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Use of the networks may be denied, revoked, or suspended as a consequence of inappropriate use. Violation of this document by student or employee may result in any disciplinary consequence deemed appropriate by the administration.

CONSENT REQUIRMENTS:
CISD will make every effort to enforce the following:
- No student under the age of 18 will be allowed access to the District communications network without written permission of a parent or guardian.
- No personally identifiable information about a student will be posted on a web page under CISD control unless the district has received written consent from the student's parent.
- No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent) or employee who created the work.

DISCLAIMER:
CISD offers no warranties of any kind, whether expressed or implied, for the services provided. CISD will not be responsible for damages suffered, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's or user's errors or omissions. Use of any information obtained via the CISD network is at user's own risk. CISD has no claim for the accuracy or quality of information obtained through network services.

CISD has established user guidelines for all members of the district, students, teachers, staff, and administrators. However, unacceptable material or communication may be available on a global network. It is impossible to control all materials, and an industrious user may discover inappropriate resources. CISD believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may discover material that is not consistent with the educational goals of the district. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Commerce Independent School District supports and respects each family's right to decide whether or not to allow access to CISD resources.

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 CISD.

CISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic system.

Commerce I.S.D. Acceptable Use Policy

I.   <u>**Staff Agreement:**</u>
          To Be Completed by Staff User

I, (please print full, legal name)_____,
have read and understand the Commerce I.S.D. Acceptable Use Policy (revised
5/03) and agree to abide by its provisions.

_____   _____
Staff User Signature   Date

_____
Campus

_____
Job Title

_____
Department

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II.   **FOR OFFICE USE ONLY**

Date received_____

Date account created_____

E-mail Guidelines
Commerce ISD

Commerce ISD provides e-mail accounts for all faculty and staff for educational use. Certain guidelines have been established to ensure the efficiency of e-mail communications:

1. Users should abide by the CISD Acceptable Use Policy (AUP) for Internet and e-mail use.

2. Users should refrain from sending chain letters, mass mailings, and large attachments.

3. Users should be aware that according to CISD Board Policy (CQ), electronic mail transmissions are not private and may be monitored at any time to insure appropriate use.

4. Users should be aware that the CISD Internet filter restricts the use of certain web-based e-mail (Hotmail, etc.) within the CISD network.

5. All employee e-mail addresses use the following format:
   firstname.lastname@commerceisd.org

By default, e-mail accounts use the **first name** and **last name** of the employee.
If you prefer a name other than your legal first name (i.e. middle name, nickname), please indicate that below.

_____
Preferred first name for e-mail (please print)

_____
Legal name (please print)

_____   _____
Employee signature   Date

_____
Campus

_____   _____
Job Title   Department