

**Employee Computer Use  
Regulations & Guidelines  
Teague Independent School District**

[updated 10-20-11]

**COMPUTER USE AND DATA MANAGEMENT**

The district's electronic communications system, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
  - Does not unduly burden the district's computer or network resources
  - Has no adverse effect on job performance or on a student's academic performance
- Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact their supervisor and/or the technology office.

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to employees of Teague ISD and students working under a teacher's supervision or approval and for approved purposes only. (Students and their parents will also be required to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.)

The following policy for acceptable use of computers and networks, including the Internet, shall apply to all Teague ISD administrators, faculty and staff.

**ON-LINE CONDUCT**

1. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Teague ISD policy or guidelines.
2. Employees shall not distribute personal information about students, and it is not recommended to distribute personal information about themselves but this is done at the employee's own risk. Each Teague ISD employee is responsible for the security and use of all passwords and/or user I.D. numbers assigned to or used by the employee. Teague ISD computer passwords and/or user I.D. numbers are not to be given to other persons. Teague ISD computer users must keep their passwords/user I.D. secure by logging-off or locking computers when not in use.
3. Users may not copy or download copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must

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be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Teague ISD policy, and administrative regulations.

4. Users may not upload or install programs to the computer or network. Personal computers may not be connected to the TISD network. Users may not download or install software, especially those that may damage the Teague ISD's computer or network. Users may not download or install programs for their own personal use.

5. Users may not send or post messages, pictures that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. (A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.)

6. Users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

7. Employees should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the district or school, whether or not that was the user's intention.

8. Users may not waste Teague ISD resources related to the electronic mail system with excessive personal messages and "forwards".

9. Users may not gain unauthorized access to resources or information, e.g., personnel files or student records.

10. Users shall not take home technology equipment (hardware or software) without written permission of the supervisor and Technology Department.

11. Transmission of any material in violation of any US or state regulation is prohibited. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

12. Users may not use the network while access privileges are suspended or revoked.

13. Students are not allowed to print to network resources unless approved by Lab Coordinator/Teacher.

14. Students are prohibited from participating in any chat room or newsgroup accessed on the Internet, with the exception of supervised teacher planned activities. This includes the use of Internet/Intranet mail. Such participation is permissible for employees, in accordance with Teague ISD policies.

Access to the Teague ISD computers/peripherals/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Any user identified as a security risk or as having violated Teague ISD and/or campus computer use guidelines may be denied access to the Teague

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ISD system. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with Teague ISD policies. Violations of law may result in criminal prosecution as well as disciplinary action by the Teague ISD.

The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time. The administration, faculty, and staff of Teague Independent School District may request the system administrator to deny, revoke, or suspend specific user privileges (including students).

**ETIQUETTE ON THE INTERNET**

All users of the Teague Independent School Districts computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. Breaches can result in "flaming"--harsh criticism by others on the Net--or restricted access to some resources on the Internet. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others. Messages typed in ALL capital letters are the equivalent of shouting and are considered rude.
2. Use appropriate language. Do not swear or use vulgarities, ethnic or racial slurs, or any other inflammatory language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Do not pretend to be someone else when sending/receiving message.
5. The use of the Teague ISD system is for instructional/administrative uses. Personal use must be kept to a minimum so as to avoid an undue burden on the network and to prevent adverse effects on an individual's performance.

**E-MAIL**

Specific employees will be provided an email address and a way to access email while on duty. E-Mail is considered a valid form of communication and each employee is responsible for checking their account regularly. All messages are considered property of Teague ISD and may be susceptible to monitoring and open records requests.

**INTELLECTUAL PROPERTY RIGHTS**

As agents of the district, employees shall have limited rights to work they create using the district's computers/peripherals/network. Teague ISD shall retain the right to use any product created by an employee even when the author is no longer an employee of the district. All data remains the property of Teague ISD.

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**VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy Teague ISD equipment or data or data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of Teague ISD policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

**CONSENT REQUIREMENTS**

No personally identifiable information about a Teague ISD student will be posted on a web page under the district's control unless the district has received written consent from the student's parent.

**DISCLAIMER OF LIABILITY**

Teague ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. Teague ISD shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. Teague ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system. Employees with questions about computer use and data management can contact their supervisor and/or the Technology office.



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**Signature Page**

**I understand that in order to have access and use of Teague I.S.D. computers, computer software and computer systems each designated employee is required to follow and obey the “Employee Computer Use – Regulations & Guidelines” as they are now or may be amended.**

**The “Employee Computer Use- Regulations & Guidelines” can be located on website: [www.teagueisd.org](http://www.teagueisd.org).**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee

**Printed Name  
of Employee:** \_\_\_\_\_