McDade Independent School District
Electronic Communications & Data Management
Employee Acceptable Use Policy (AUP) 2009-2010

McDade Independent School District is pleased to offer the latest technological opportunities to our students, staff, and administrators. Our goal is to promote educational excellence in the McDade Independent School District by facilitating safe and effective resource sharing, innovation and communication with schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.
The smooth operation of our technology systems relies upon the proper conduct of all its users***. It is very important that you read, fully understand and abide by all aspects of the McDade ISD Employee AUP. Furthermore, it is essential that you read, fully understand and discuss all aspects of the McDade ISD Student AUP with your students.***
The following policy for acceptable use of the McDade ISD network shall apply to all McDade ISD employees. It shall also apply to all Elgin Special Education Department employees using any part of the McDade ISD Electronic Communications & Data Management System.

Electronic Communications & Data Management System:
The McDade ISD Electronic Communications & Data Management System includes:

- Any and all computers owned by McDade ISD, networked or stand-alone
- Any and all computers owned by Elgin Special Education Department that are using the McDade ISD network
- Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, scanners, and digital cameras
- Any and all servers attached to the McDade ISD backbone
- Any and all computer program software and/or subscriptions licensed to McDade ISD
- Any and all software installed (with Technology Department authorization) on any network computer

Network & Internet Services:

- Employees of McDade ISD and Elgin Special Education Department will have network and Internet access within the McDade ISD network. ***The employee will be held accountable for the appropriate utilization of the technology.***
- Although Internet access is filtered, it is possible that users may run across areas of adult content and/or material that might be found objectionable. McDade ISD will make every effort to educate and guide all McDade ISD network users in the proper use of the Internet; however, it is impossible to control all materials on the global network.
- McDade ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. McDade ISD will not be responsible for any damages incurred while on this system.
- McDade 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/or costs incurred by users.
- McDade ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

User Accounts:

- Each employee will be assigned an individual system account for network and Internet access. ***The user is responsible at all times for the proper use of his/her account.***
- The McDade ISD network and Internet services are not private. ***Data and/or users may be monitored by the McDade ISD Technology Department and/or district administrators at any time to ensure proper use.***
- Do not share your account password with anyone (this includes your own children/dependants who are McDade ISD students).
- Do not allow anyone else to use your account and do not use someone else's account. If you have children/dependants who are McDade ISD students in grades 3-12, they should always use their own user account. If you have children/dependants who are McDade ISD students in grades preK-2 who need to use the Electronic Communications & Data Management system after school hours, you may allow them access to your user account with the understanding that you are responsible for your children's/dependants' actions.

- Do not leave your computer unattended while you are logged in to your network account. If you must leave your computer for a moment, either log off or lock the computer.

Network Use and Content:

- Use of the McDade ISD network should be in support of education and research and be consistent with the educational objectives of McDade ISD. Employees may access network and Internet services for personal use as it imposes no tangible cost to McDade ISD, does not burden the McDade ISD Electronic Communications & Data Management system, and has no adverse effect on an employee's job performance or students' achievement.
- For safety reasons, Internet access is filtered and monitored. Employees and students are prohibited from accessing or attempting to access blocked websites. If website access is needed for a legitimate educational purpose, the supervising teacher should contact the technology department.
- Employees are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- Employees are prohibited from creating, intentionally obtaining, or distributing files, data and/or E-mail that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Employees are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the campus principal and Technology Department.
- For safety reasons, Internet access is filtered and monitored. Accessing or attempting to access prohibited websites is not permitted. If website access is needed for a legitimate educational purpose, the supervising teacher should contact the technology department.
- Computer games are allowed when they are used to enhance current classroom curriculum or for student rewards (as deemed appropriate by the classroom teacher and campus principal). The district list of approved games can be accessed via the district and campus websites. Students are not allowed to access computer games that are not on the approved games list.
- Employees are not allowed to use personal devices (including, but not limited to, PDA's, laptops, cell phones) to access the McDade ISD network unless prior approval is granted by the campus Principal and McDade ISD Technology Department.
- Employees have access to an McDade ISD E-mail account. These accounts may be used for personal communication as long as it imposes no tangible cost to McDade ISD, does not burden the McDade ISD Electronic Communications & Data Management system, and has no adverse effect on an employee's job performance or students' achievement. Employee Email may be monitored at any time by the McDade ISD Technology Department and/or district administration.
- According to the Texas Election Code Section 255.003, it is unlawful for any school district employee to use any portion of the McDade ISD Electronic Communications & Data Management system to produce or distribute political advertising in connection with an election. This section does not apply to a communication that factually describes the purposes of a measure if the communication does not advocate passage or defeat of the measure.
- It is against McDade ISD policy for an employee to use any portion of the McDade ISD Electronic Communications & Data Management system to promote a personal business and/or for personal gain.
- Forgery or attempted forgery of E-mail messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the E-mail and/or data of other network users.
- Employees are prohibited from downloading and/or installing files or software unless permission is granted by the McDade ISD Technology Department. All users must respect the legal protection provided by copyright license to programs and data. Installation of unlicensed software will not be permitted under any circumstance.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.
- Employees shall not attempt to write, produce, generate, copy, distribute, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software.

Possible consequences for Inappropriate Use:

- Suspension of access to the system and revocation of the computer system account
- Termination of employment
- Other disciplinary or legal action, in accordance with McDade Independent School District policies and applicable laws

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USER (EMPLOYEE) ***PLEASE PRINT CLEARLY***

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PRINT EMPLOYEE NAME

I have read, understand and will abide by the McDade ISD Acceptable Use Policy for Electronic Communications & Data Management System use.

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EMPLOYEE SIGNATURE DATE