

Donna Independent School District Responsible Use Technology Agreement for FACULTY & STAFF

Please return the last page of this agreement, signed by you, to your principal/supervisor.

The Donna Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

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

The District will educate all Faculty and staff about appropriate online behavior including digital citizenship, and cyber bullying awareness and response. Donna ISD has the right to monitor online activities and access my information at any time.

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the 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. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).

Libel Laws - Publicly defaming people through the published material on the internet, 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).

NETIQUETTE and APPROPRIATE USE GUIDELINES:

NETWORK RESOURCES - The use of the network is a privilege, not a right, and may be revoked if abused. Faculty/staff are personally responsible for his/her actions when utilizing the school's computer resources.

PRIVACY – Network storage areas are the property of the school district. The Network Administrator may review any storage area of the school network or email to maintain system integrity and to insure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District's systems.

PERSONAL USE - Limited personal use is permitted as long as this does not increase the cost to the District or interfere with the operations of the network or with the performance of the employee's duties. Use of the district's computer (i.e. laptop), at home, can become a potential risk for viruses and spyware into the school network. Please use extreme caution when using district resources at home.

COPYING/DOWNLOADING – Faculty/Staff are NOT permitted to download or install any software, shareware, or freeware onto the school's computers (webshots, gator, yahoo messenger, kazaa, weatherbug, limewire, spybot, toolbars, screen savers, etc.) Faculty/Staff are NOT permitted to intrude into others' files.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. We ask that you report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school environment. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

FACULTY/STAFF UNDERSTANDING:

I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Donna ISD has the right to access my information at any time.

I understand that all student/Faculty/Staff use of the Internet will be monitored.

I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so. I will scan the media for viruses and check for appropriate content before using it on school equipment.

I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments (e.g. Second Life), online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.

I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

I understand that I represent the school district in all my online activities. I understand that what I do on websites such as MySpace, Bebo, Twitter, Facebook and other social networking sites should not reflect negatively on my fellow teachers, staff, students, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet.

I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Donna ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.

I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, downloading music during school hours, playing online games, creating or printing inappropriate materials, printing excessive quantities, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without 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, or web-based services and software not approved by the Donna ISD Administrators or Technology Department.

I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

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 use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.

I will follow all guidelines set forth by the District when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet Safety.

I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE USING OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED) IS ALLOWED AT DONNA ISD.

FACULTY/STAFF AGREEMENT:

As a user of the School's technology resources, I understand and agree to comply with the netiquette and appropriate use guidelines outlined in the Responsible Use Technology Agreement for Faculty/Staff.

I have read the Network and Internet Use Policy [CQ (LOCAL) <http://pol.tasb.org/Policy/Code/633?filter=CQ>] and the Responsible Use Technology Agreement for Faculty/Staff. I understand the conditions for use of the network and Internet resources provided by the Donna ISD and that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

I understand that from time to time the school may wish to publish examples of faculty or staff projects or photographs of faculty and/or staff on the School District's website.

Faculty/Staff Name (print):_____

Faculty/Staff Signature:_____ **Date:**_____

Appendix A – Unlawful Online Conduct and Applicable Federal Laws

The chart below details the type of unlawful online conduct, potentially applicable federal laws, and the section of the Department of Justice with subject-matter expertise. If the subject matter expert is not a section of the Department, but rather another agency, the entry will have an asterisk following its initials. In many cases, prosecutors may also consider whether the conduct at issue is a violation of [18 U.S.C. § 2](#) (aiding and abetting) or [18 U.S.C. § 371](#) (conspiracy).

Unlawful Conduct	Applicable Federal Law	DOJ Section
Denial of Service Attacks	18 U.S.C. § 1030 (a)(5)(A) (transmission of program, information, code, or command, resulting in damage)	CCIPS
	18 U.S.C. § 1362 (interfering with government communication systems)	CCIPS
Use of Misleading Domain Name	18 U.S.C. § 2252B (using misleading domain name with intent to deceive a person into viewing obscene material or with intent to deceive a minor into viewing harmful material)	CEOS
Password Fraud	18 U.S.C. § 1030 (a)(6) (trafficking in computer passwords)	CCIPS
	18 U.S.C. § 1029 (access device fraud)	Fraud/CCIPS
	18 U.S.C. § 1343 (wire fraud)	Fraud
Obscenity	47 U.S.C. § 223(a)(1)(A) (using telecommunications device to make, create, or solicit, and transmit any obscene comment, request, suggestion, proposal, image, or other communication)	CEOS
	18 U.S.C. § 1465 (using interactive computer service for purpose of sale or distribution of obscene material)	CEOS
	17 U.S.C. §§ 1201-1205 (Digital Millennium Copyright Act)	CCIPS
Piracy and Intellectual Property Theft	17 U.S.C. § 506 and 18 U.S.C. § 2319 (criminal copyright infringement)	CCIPS
	18 U.S.C. § 2319A (trafficking in recordings of live musical performances)	CCIPS
	18 U.S.C. § 875 (transmitting communications containing threats of kidnap or bodily injury) (Hobbs Act)	CTS
Electronic Threats	18 U.S.C. § 1951 (interfering with commerce by robbery, extortion, threats or violence) (Hobbs Act)	DSS
	47 U.S.C. § 223 (a)(1)(C) (anonymously using telecommunications device to threaten person who receives communication)	CCIPS
	47 U.S.C. § 223 (a)(1)(C) (anonymously using telecommunications device to harass person who receives communication)	CCIPS
Electronic Harassment	47 U.S.C. § 223 (a)(1)(E) (repeatedly initiates communication with a telecommunication device solely to harass person who receives communication)	CCIPS
	18 U.S.C. § 2511 (intercepting electronic communications)	CCIPS
Interception of Electronic Communications	18 U.S.C. § 2701 (accessing stored communications)	CCIPS
	18 U.S.C. § 1030 (a)(2) (accessing a computer and obtaining information)	CCIPS
Cyberstalking	18 U.S.C. § 2261A (using any facility of interstate or foreign commerce to engage in a course of conduct that places person in reasonable fear of death or serious bodily injury to person, person's spouse or immediate family) See also Electronic Harassment	DSS
Hate Crimes	Look to civil rights laws and penalty enhancements	Civil Rights

Libel/Slander	Look to civil laws	
Posting Personal Information on a Website (e.g., phone numbers, addresses)	This is not a violation of law. May also be protected speech under First Amendment	
Invasion of Privacy	See Interception of Electronic Communications	
Disclosure of Private Information	18 U.S.C. § 2511 (1)(c) (disclosing intercepted communications)	CCIPS
Spam	18 U.S.C. § 1037 (CAN-SPAM Act)	CCIPS
Spoofing Email Address	18 U.S.C. § 1037 (CAN-SPAM Act)	CCIPS