

APPENDIX D

BISD EMPLOYEE ACCEPTABLE TECHNOLOGY USE POLICY

Internet Postings

The Internet along with a host of next generation communication tools has expanded the way in which employees can communicate internally and externally. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for BURKBURNETT ISD employees. This Internet Posting Policy applies to employees who use the following:

- Multimedia and social networking websites such as Twitter, Facebook, Yahoo! Groups and YouTube
- Blogs [Internal and External)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as "Internet Postings" in this policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination.

1. Internet Postings that do not identify the author as a BISD employee, do not discuss the district, and are purely personal matters would normally fall outside of this guidance.
2. Common sense is the best guide if you decide to post information in any way relating to the BURKBURNETT ISD. If you are unsure about any particular posting, please contact the BURKBURNETT ISD Assistant Superintendent's Office.
3. If an Internet posting makes it clear that the author works for the BURKBURNETT ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the BURKBURNETT ISD." When posting your point of view, you should neither claim nor imply you are speaking on the district's behalf, unless the Assistant Superintendent authorizes you in writing.
4. Personal Internet postings should not reveal confidential information about the BURKBURNETT ISD, including but not limited to, aspects of district policy or details of internal district discussions. If in doubt about what might be confidential, contact the Assistant Superintendent's office.
5. Internet postings should not include BURKBURNETT ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.
6. If a member of the media contacts you about an Internet posting that concerns the business of the BURKBURNETT ISD, please refer that person to the Assistant Superintendent.
7. Internet postings should not violate any other applicable policy of the BURKBURNETT ISD.
8. BURKBURNETT ISD shall not be liable, under any circumstances, for any errors, omissions; loss or damage claimed or incurred due to any Internet postings by an employee.
9. Each employee is responsible for regularly reviewing the terms of this policy.

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INTERNET SAFETY POLICY FOR BURKBURNETT ISD

It is the policy of BURKBURNETT ISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the children's Internet Protection Act [Pub. L. No.1 06554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL: To the extent practical, technology protection measures [or "Internet filters"] shall be used to block or filter access to inappropriate information. Specifically, as required by the Children's Internet Protection Act*, technology protection measures shall be used to block visual depictions of material that is obscene, contains child pornography, or is harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE: To the extent practical steps shall be taken to promote the safety and security of users of BURKBURNETT ISD's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. In compliance with the Children's Internet Protection Act, BURKBURNETT ISD has adopted and implemented measures to prevent inappropriate network usage, including: (a) access by minors to inappropriate or harmful material on the Internet; (b) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; and (c) unauthorized disclosure, use, and dissemination of personal information regarding minors.

EDUCATION, SUPERVISION AND MONITORING: It shall be the responsibility of all members of BURKBURNETT ISD's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology representatives. The Director of Technology may be reached at 569.0445.

* CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code; **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or **HARMFUL TO MINORS**. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; And taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

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EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the district's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable district policies and agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook] Please contact the Assistant Superintendent if you have questions or need help understanding this material.

Inappropriate use of the district's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable district policies and laws. As a user of the district's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the district will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a district technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account for hardware and Internet access, and you are responsible for maintaining the security of your account password. You may not share your password with others .
- The account is to be used mainly for purposes related to educational programs, school operations, and performance of job responsibilities, but some limited personal use is permitted, see policy DH (LOCAL).
- You must comply with the Public Information Act and the Family Educational Rights and Privacy Act [FERPA], including retention and confidentiality of student and district records .
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law .
- You are expected to conduct yourself respectfully and professionally when utilizing district technology resources to communicate electronically.
- You will be held responsible at all times for the proper use of your account, and the district may suspend or revoke your access if you violate the rules .
- E-mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use. Email content, internet use history, network communications, and other similar information may be releasable to third parties in compliance with the Public Information Act or as otherwise required by law .
- E-mail users are responsible for mailbox management including organization, cleaning, and compliance with records retention laws.

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INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete district property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or district policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber bullying and "sexting."
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Wasting school resources through improper use of the district's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the district's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action, in accordance with the district's policies and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the district's applicable policies, Internet safety plan, or acceptable use guidelines to the Director of Technology.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the Director of Technology.

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EMPLOYEE AGREEMENT:

I understand that my technology use is not private and that the District will monitor my activity on the devices and network system. I agree to abide by the Burkburnett ISD Employee Acceptable Technology Use Guidelines, and I realize that I am responsible for the monitoring of network use by students under my supervision to ensure compliance with BISD E:21 Student Handbook. I understand that all information that I post on the web through Web 2.0 tools and social networking sites must reflect the district's instructional goals and that I must monitor these resources frequently.

Employee Name

Employee Signature

Date