**Coleman Independent School District**

**Electronic Communications & Data Management**

**Employee Acceptable Use Policy (AUP) 2021-2022**

 Coleman 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 our 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 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 Coleman ISD Employee AUP. Furthermore, it is essential that you read, fully understand, and discuss all aspects of the Coleman** **ISD Student AUP with your students.**

The following policy for acceptable use of the Coleman ISD network shall apply to all Coleman ISD employees. It shall also apply to all Coleman ISD Electronic Communications & Data Management System.

It is the policy of Coleman 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. 106-554 and 47 USC 254(h).

**Electronic Communications & Data Management System:**

The Coleman ISD Electronic Communications & Data Management System includes:

• Any and all computers owned by CISD, networked or stand-alone

• Any and all handheld devices such as phones, iPads, or personal digital assistance devices (PDA’s)

• Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, projectors, document cameras, school pads, student response systems, scanners, and digital cameras.

• Any and all servers attached to the CISD backbone.

• Any and all computer program software and/or subscriptions licensed to CISD

• Any and all software installed (with Technology Department authorization) on any network computer

**Network & Internet Services:**

• Employees will have network and Internet access on all Coleman ISD campuses.

• 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. CISD will make every effort to educate and guide all Coleman ISD network users in the proper use of the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.

• Coleman 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. CISD will not be responsible for damages incurred while on this system.

• Coleman 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.

• Coleman ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

**User Accounts:**

• **The Coleman ISD network and Internet services are not private. Data and/or users may be monitored by the Coleman ISD Technology Department and/or district administrators at any time to ensure proper use.**

• 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.

• Do not share your account password with anyone (this includes your own children/dependents who are Coleman ISD students).

• Do not allow anyone else to use your account and do not use someone else’s account. If you have children/dependents who are Coleman ISD students, they should always use their own user account.

• Do not leave your computer unattended. If you must leave your computer for a moment, either log off or lock the computer.

**Network Use and Content:**

• Use of the Coleman ISD network must be in support of education and research and be consistent with the educational objectives of Coleman ISD. Employees may access network and Internet services for personal use outside of school hours.

This personal use is permitted as long as it imposes no tangible cost to Coleman ISD, does not burden the Coleman ISD Electronic Communications & Data Management system, and has no adverse effect on an employee’s job performance or students’ achievement.

• 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 or intentionally obtaining 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.

• 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).

• Employees are not allowed to use personal devices (including, but not limited to, PDA’s, laptops, cell phones) to access the Coleman ISD network unless prior approval is granted by the campus Principal and Coleman ISD Technology Department.

• Employees have access to a Coleman ISD E-mail account. These accounts may be used for personal communication as long as it imposes no tangible cost to Coleman ISD, does not burden the Coleman 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 Coleman 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 Coleman 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.

• 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 Coleman 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, 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.

Such software is known as a bug, virus, worm, Trojan, or similar name.

**Personal Use of Electronic Media**

Electronic media includes all forms of social media, such as text messaging, instant messaging, Facebook, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube, TikTok), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Snapchat, Twitter, LinkedIn). Electronic media also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications.

As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for Web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

All CISD employees who use electronic media for personal purposes shall observe the following:

* CISD employees shall not use the district’s logo or other copyrighted material of the district without express, written consent.
* CISD employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
	+ Confidentiality of student records.
	+ Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
	+ Confidentiality of district records, including educator evaluations and private e-mail addresses.
	+ Copyright law.
	+ Prohibition against harming others by knowingly making false statements about a colleague or the school system.

**Use of Electronic Media with Students**

A certified or licensed employee, or any CISD employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

CISD employees are not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

* *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Myspace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications.
* *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted as students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication.*
* *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

CISD employees who use electronic media to communicate with students shall observe the following:

* CISD employees shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests: for an employee with an extracurricular duty, matters relating to the extracurricular activity.
* CISD employees are prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
* CISD employees shall not communicate directly with any student between the hours of 10 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
* CISD employees do not have a right to privacy with respect to communications with students and parents.
* CISD employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
* Compliance with the Public Information Act and the Family Educational rights and Privacy Act (FERPA), including retention and confidentiality of student records.
* Copyright law
* Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
* Upon request from administration, CISD employees will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
* Upon written request from a parent or student, CISD employees shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

CISD employees may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

**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 Coleman Independent School District policies and applicable laws.

**Access to inappropriate Material**

* To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
* Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed 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 the Coleman ISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
* Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking”, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring:**

* It shall be the responsibility of all members of the Coleman ISD 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 disabling or otherwise modifying any technology protection measures shall be the responsibility of the Coleman ISD Technology Director or designated representatives.

This Internet Safety Policy was adopted by the Board of Coleman ISD at a public meeting, following normal public notice, on 07-15-2021.

**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:

1. **OBSCENE,** as that term is defined in section 1460 of title 18, United States Code:
2. **CHILD PORNOGRAPHY,** AS THE TERM IS DEFINED IN SECTION 2256 OF TITLE 18, United States Code: or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion:
2. 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 lewd exhibition of the genitals: and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to a 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.

This Internet Safety Policy was adopted by the Board of Coleman ISD at a public meeting, following normal public notice, on 07-15-2021.

Adoption of Coleman ISD Curriculum for student education of Appropriate Online Behavior to Meet FCC Regulation and Compliance was adopted by the Board of Coleman ISD at a public meeting, following normal public notice, on 07-15-2021 Adopted curriculum includes but not limited to ikeepSafe, I.R.O.C.2 (Institute for Responsible Online and Cell-Phone Community) The Course to Digital Consciousness and Easy Tech – Internet Safety, Learning.com, Infosec.

**Coleman Independent School District**

**Electronic Communications & Data Management**

**Employee Acceptable Use Policy Agreement (AUP) 2021-2022**

**USER (EMPLOYEE)**

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PRINT EMPLOYEE NAME

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

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EMPLOYEE SIGNATURE DATE