Acceptable Use Policy

EDGEWOOD ISD ACCEPTABLE USAGE POLICY FOR EDGENET SYSTEM AND CLOUD SERVICES
Privileges and access will be granted for the full duration of a user's enrollment or employment with the District.

Overview
District policies and procedures for acceptable use of the Edgenet System are intended to make such systems more reliable for the users and to prevent misuse. Internet/Intranet related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and File Transfer Protocol (FTP), are the property of the Edgewood ISD.

All District employees, community members, contract service providers with access to EISD technology, students, parents, visitors and volunteers of the Edgewood ISD shall abide by the policies and guidelines set forth in this document.

While Edgewood ISD's network administration understands the need and benefit of such a system, users should be aware that the data on the Edgenet System and cloud services remains the property of Edgewood ISD. Because of the need to protect Edgewood ISD's network, the District cannot guarantee the confidentiality of information created, exchanged and/or stored on the Edgenet System. For security and network maintenance purposes, authorized individuals within Edgewood ISD may monitor equipment, systems and network traffic at any time. Edgewood ISD reserves the right to audit communication and data on a periodic basis to ensure compliance with this policy.

The Edgewood ISD has the right to place reasonable restrictions on the use of equipment, resources and material, student's and employee's access, communications or posts through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of Edgenet System, including but not limited to the Children's Internet Protection Act. All access and rights are privileges granted by the District, and users should expect no privacy rights.

System Security
The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities as assigned by the District (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting services). Under no circumstances is any employee of Edgewood ISD authorized to engage in any activity involving Edgenet System that is illegal under local, state, federal or international law. Should a user of the Edgenet System become aware of a violation of this Acceptable Usage Policy, they must inform the Director of Technology immediately.

Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a District employee provide his/her password to another person accept upon request of a member of the Technology Department engaged in their assigned duties.

Students should not share their password with peers; however, it is permissible to reveal passwords to teachers, District technology personnel and administrators. Those individuals in possession of student passwords must protect the confidentiality of said passwords. The Children's Internet Protection Act prohibits unauthorized online disclosure, use, or dissemination of personal identification information of minors. Any user identified as a security risk or having a history of violating this Acceptable Use Policy may be denied access to the District's Edgenet System. Users should immediately notify a teacher, school district administrator or system administrator of any possible security problem.

The lists below are by no mean exhaustive, but an attempt to provide a framework for activities which fall into the category

of unacceptable use.

Network Activities and Software Usage
Users must use all software in accordance with license agreements and the District's software standards. The Technology Department will provide any duplication of copyrighted software for backup and archival purposes. Any user who determines that there may be a misuse/abuse of software licensing within the District shall notify the Director of Technology immediately. All software used on the Edgenet System will be purchased through established District procedures.

The following activities are strictly prohibited, with no exceptions:
1. Unauthorized use of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Edgewood ISD does not have an active license.
2. Installing or reproducing unauthorized or unlicensed personal software on the Edgenet System.
3. Intentionally introducing malicious programs (e.g., viruses, worms, Trojan horses, email bombs, etc.).
4. Actively engaging in procurement or transmission of material that is in violation of Title VII and school district policy prohibiting sexual harassment and creation of a hostile workplace environment.
5. Circumventing user authentication or security.
6. Users shall not remove technology equipment (hardware or software) from the District without written permission from the Technology Department's representative.
7. The use of profane, abusive, or impolite language when communicating electronically.
8. Texas Penal Code violations, including but not limited to violations under Chapter 33: 33.07, Online Impersonation; 33.021, Online Solicitation of a Minor; 33.02, Breach of Computer Security
9. Accessing materials which are not in line with the rules of school behavior, and/ or any visual depictions of material deemed obscene or child pornography, or any material deemed harmful to students and minors.

Email and Communication Activities
Edgenet Users shall have no expectation of privacy in anything they store, send or receive on the company's email system and cloud services. Edgewood ISD may monitor messages without prior notice; however, Edgewood ISD is not obliged to monitor email messages. Users should be aware that privacy is not assured in facsimiles, video mail messages, voicemail, whether a password is used or not. District electronic/voice mail usage must conform to policies against harassment and discrimination. Users are prohibited from creating messages that contain defamatory, obscene, offensive or harassing information or that discloses personal information without authorization. Email transmissions made using the Edgewood ISD's network or email systems are NOT PRIVATE and are subject to monitoring or investigation. Email is information that may be subject to open records requests made by the public in accordance and in compliance with state and federal law, including Texas Public Information Act (TPIA) and the Family Educational and Privacy Act (FERPA.)

Edgenet Users shall not:

1. Send unsolicited email messages, including creating and/or forwarding "chain letters" or "pyramid" schemes of any type or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
2. Engage in any form of prohibited or unlawful harassment via email, telephone, or texting, whether through language, frequency, or size of messages.
3. Use District email or cloud services for the creation or distribution of any disruptive or offensive messages.
4. Send any unsolicited e-mail, either in bulk or individually, to any person who has indicated that they do not wish to receive it, before or after if such email is not in furtherance of school district business.
5. Forward email messages which would constitute a violation of FERPA, HIPAA or other privacy laws.

6. Provide District email addresses to non District, third parties whose intent is to communicate with school employees, students and their families without permission from the email recipient and the Technology Department and for a purpose not related to school district business.

Edgewood ISD prohibits non-district use of District facilities. EISD's electronic systems may not be used for:

1. solicitation not related to official district business;
2. commercial gain or placing a third party in a position of commercial advantage;
3. impeding teaching and research;
4. hindering the functioning of the District;
5. violating an applicable license or contract; or
6. damaging community relations or relations with institutions with whom we share responsibility.

Internet Access
All District employees and students may have access to the Internet through the District's Edgenet System. Parents may specifically request that their children not be provided such access by notifying the District in writing. Upon written parental agreement, a district email account will be created for a student by the Technology Department. In recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet. The District will filter the on-line activities of all computers with Internet access, as required by The Child Internet Protection Act (CIPA). Evasion or disabling or attempting to evade or disable the District's content filtering device is prohibited. The Technology Department designees, may disable the District's filter/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the District's filtering/blocking device, the Technology Department designees shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the District. Such decisions will be made in collaboration with the Superintendent or his/her designee.

Edgewood ISD employees, students, parents, contract service providers with access to EISD technology, community members, visitors and volunteer shall not engage in illegal, abusive, non- educational or irresponsible behavior. Such prohibitive actions include but are not limited to:

1. Using the Edgenet System for non-instructional or non-administrative purpose other than for occasional personal use that does not interfere with job performance.
2. Using computer resources and Internet for private business activities, commercial purposes or for private financial gain.
3. Engaging in activities that result in excessive bandwidth use (e.g. streaming music, online-radio listening or non-educational video streaming) or other use that results in a waste of District resources.
4. Deliberately accessing, installing, downloading, transmitting, or creating sexually related materials except curriculum related and as assigned.
5. Engaging in non-educational games, instant messaging, chat rooms, and similar activities are prohibited and may not be accessed or played on school computers.
6. Using the District Edgenet System to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
7. Using the Edgenet System to annoy, threaten, or harass District students, employees, Board Members, or volunteers with language, images, or threats, including off school property, if the conduct causes or can cause a substantial disruption in the educational environment.
8. Using the Edgenet System to send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and

"sexting," either on or off school property, if the conduct causes, or can cause a substantial disruption to the educational environment.

9. Using email or websites to engage in or encourage illegal behavior or threaten school safety, including off school property, if the conduct causes, or can cause, a substantial disruption to the educational environment.
10. Making connections, whether directly or indirectly, that creates "backdoors" to established unauthorized access to the District's network.
11. Using obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
12. Plagiarizing works that they find on the Internet or other resources, nor will users violate copyright law.
13. Using the District Edgenet System for political lobbying or to advocating for or against a political candidate, office-holder, political party or political position.
14. Download files unless approved by the District and/or Teacher and shall not be of a harmful nature as to disrupt district connectivity or productivity.

Laptops – Non-District Property
Non-District issued laptops are not permitted to access the Edgenet System for telecommunication services, Internet services or email access unless permission is granted from the Technology Director.

Laptops and Mobile Devices – District Issued
Employees who have been issued District purchased laptops and other mobile devices must sign a District Loan Agreement and are responsible for their security and content at all times. All devices should be kept secure while on campus and District employees should make every effort to secure the laptops while in transit to and from off-campus locations. All repairs and/or warranty related service must be handled through the Edgewood ISD Technology Department and at no point should an employee who has been issued a mobile device contact the manufacture for repairs or service.

Mobile Devices
Mobile devices not issued by the District iPads, tablets, cell phones with web capability, etc.) and laptops (whether wireless or Ethernet) or any device used to access the District's Edgenet System are prohibited unless permission is granted from the Technology Director. Only after the device is deemed to be of minimal or no security risk to the Edgenet System will such permission be granted. Using handheld communication devices that use any medium to synchronize, transmit, share or access files on remote computers or District servers is permitted with some limitations.

Portable Data Drives (e.g. thumb drives, flash drives, jump drives, etc.) are permitted, however users are not allowed to install or download offensive material, malicious programs or any data that is in violation of the Districts Acceptable Usage Policy. Visitors to the district are not allowed to save any data from the Edgenet System without prior approval from the Technology Department.

Responsibilities to Students
All District employees will adhere to safety guidelines when working with students in accordance with the Family Educational Rights and Privacy Act (FERPA). Students' photographs which appear on any District documents and web pages will not be identified by their full name. Written permission for publication must be received from the student's guardian prior to publication.
Edgewood ISD teachers, staff members, and volunteers who utilize District's Edgenet System for instructional purposes have a responsibility to supervise student use to help ensure that students are using Edgenet System appropriately and responsibly. District teachers, staff members, and volunteers are expected to be familiar with the Edgewood ISD Acceptable Usage Policy and rules concerning student computer and Internet use and to enforce them. In the course of their duties, should these persons become aware of student violations, they are expected to stop the activity and inform the building Principal, campus technology designee, and the Technology Director's designees.
District students must have the written approval of a parent or guardian in order to access the District's Edgenet System.

This signed Student Access Form must be on file with the District's designee for each campus as assigned by the Principal. Student privileges and access will be granted for the duration of a student's registration in the District and will terminate once a student withdraws from the District. The Student Access Form indicates that the person signing the permission form has read and understood any supplemental information which may be provided with the permission form and understands and will adhere to the guidelines established in the Acceptable Usage Policy. Student Access Forms shall include a provision that the student and his/her parents or guardians will hold the District harmless from student violations of guidelines and regulations of the Acceptable Usage Policy.

Students are responsible for appropriate behavior on the Edgenet System just as they are on any school campus or facility. School rules for behavior and communications apply. The use of the Edgenet System may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the Edgenet System. Students are advised never to access, keep, or transmit anything they would not want their teacher or parent to see. If a student accesses inappropriate material they need to report it immediately to a teacher or campus administrator.

User Acknowledgement Required
Every user of the District's Edgenet System is required to sign an Acceptable Usage Policy Acknowledgement Form stating that he or she has read the Policy and understands and will adhere to the rules set forth. The Acknowledgement Form will be retained in the Technology Department for the length of the employment of the user.

Due Process
The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through by users of the Edgenet System. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be heard in the manner set forth in the Student Hearing Process Policy. Disciplinary actions may be taken. Employees violating the guidelines in the District's Acceptable Use Policy may have their user privileges suspended or revoked and be subject to other disciplinary actions in accord with the law, District School Board Policy.

Administration
The District Technology Director has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect District's Edgenet System from unauthorized access, loss or misuse. Department Directors and/or Coordinators have the responsibility to establish a plan to ensure adequate supervision of employees. School Principals have the responsibility to establish a plan to ensure adequate supervision of students. They are also responsible for interpreting and enforcing this policy at the local level. Local management has the responsibility to interpret and enforce this policy

Parent and Student Acceptable Use Agreement for School District Electronic Communications System
Privileges and access will be granted for the full duration of a student's enrollment with the District.

Parent

As the parent of this student, I have read EISD's Acceptable Use Policy for the district's electronic communication system at *http://www.eisd.net/required*, under the Student section of "Required Postings." I understand that this access is designed for educational purpose and that EISD has taken precautions to eliminate inappropriate content and material. However, I also recognize it is impossible for EISD to restrict access to all controversial material. I do not hold EISD responsible for objectionable material and I will not hold them responsible for material acquired on the network. I release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in Edgenet System Acceptable Use Policy. Further, I accept full responsibility for supervision of my child, if and when my child is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

I give permission for my child to participate in the District's Electronic Communications System, utilizing District provided electronic devices, and certify that the information contained on this form is correct.
(Check one)   ☐ Yes ☐ No

If 'NO' - permission is not given, your child will NOT be able to use networked District computers, district online services and software, or mobile device at school during this time.

If 'Yes' - permission is given, the student must read the following Student section.

PRINT NAME OF PARENT	SIGNATURE OF PARENT	DATE

Student

As a student, I understand and will abide by the current Edgewood Independent School District's Acceptable Use Policy for the use of the district's electronic communications system and will follow the procedures and guidelines and agree to abide by their provisions.

I further understand that with any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

PRINT NAME OF STUDENT	SIGNATURE OF STUDENT

STUDENT ID #	DATE	CAMPUS

Please sign and date this page and return it to the student's school. This form must be on file to complete the student registration process.