



Acceptable Use Policy (AUP) and Internet Safety Policy (ISP)

For ALL Technology Items, E-mail and IM Programs within Dawson ISD

NETWORK AND INTERNET ACCESS

Dawson ISD provides many tools to its employees and students to enhance their productivity and jobs. These tools include computers and their software, Apple iPads for student and teacher use, internal networks, external networks like the Internet, telephone systems, video recorders, cameras, copiers, printers, and so forth. We require that these systems be used in a responsible way, ethically, and in compliance with all legislation and other Dawson ISD policies and contracts. Non-compliance could have a severe, negative impact on the Dawson ISD, its employees and its students.

Appropriate Use

Individuals at Dawson ISD are encouraged to use the systems to further the goals and objectives of the District. The types of activities that are encouraged include:

- Communicating with fellow District employees through an approved District messaging software program.
- Business partners and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

Inappropriate Use

The inappropriate use by an individual will not interfere with others' use and enjoyment of the systems. Use in a manner that is:

- not consistent with the educational mission of Dawson ISD
- misrepresents, abuses, or damages the image of Dawson ISD

is STRICTLY prohibited and is punishable by guidelines set forth by the District administration.

This includes, but is not limited to, the following:

- The contents of messages or sites, downloads, and so on must not be offensive, insulting, or harassing for other employees, users, or non-employees or contain comments that could reasonable be interpreted as discriminatory.
- The systems may not be used for illegal or unlawful purposes, including hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- Users may not pay access fees or commit Dawson ISD financial resources without formal authorization.
- Dawson ISD prohibits use for mass unsolicited mailings, access for non-employees to Dawson ISD resources or network facilities, competitive commercial activity unless pre-approved by Dawson ISD, and the dissemination of chain letters.
- Individuals may not view, copy, alter, or destroy data, software, documentation or data communications belonging to Dawson ISD or another individual without authorized permission.



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- Users will not violate the policies of any network or website that is accessed through their account.
- In the interest of copyright laws, users may not download, stream, or “torrent” music files or software that is not documented as public domain.
- Adding personal computers, printers, and software to the network is strictly prohibited unless it is approved by Cameron Shaw, DISD Technology Coordinator.

Internet Postings

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

- Multimedia websites such as:
 - ✓ YouTube
 - ✓ Netflix
 - ✓ Any other video hosting / multimedia website
- Social Networking or Dating sites such as:
 - ✓ Instagram
 - ✓ Facebook
 - ✓ Tinder
 - ✓ Snapchat
 - ✓ Any other social networking or dating website
- Wiki sites such as:
 - ✓ Wikipedia
 - ✓ Wikispaces
 - ✓ Any other wiki websites

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 which do not identify the blogger as a DISD employee, so not discuss the District, and are purely personal matters would normally fall outside this guidance.
2. Common sense is the best guide if you decide to post information in any way relating to the Dawson ISD. If you are unsure about any particular posting, please contact one of the principals, Robert Bray or Vickie Matthews at Dawson ISD at 254.578.1031.
3. If an Internet posting makes it clear that the author works for the Dawson ISD, it should include a simple and visible disclaimer such as, “these are my personal views and NOT those of the Dawson ISD.” When posting your point of view, you should neither claim nor imply you are speaking on the District’s behalf, unless you are authorized in writing by principals Robert Bray or Vickie Matthews at Dawson ISD at 254.578.1031.



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4. Personal Internet postings should not reveal confidential information about the Dawson 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 Dawson ISD.
5. Internet postings should not include Dawson 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 news media or blogger contacts you about an Internet posting that concerns the business of the Dawson ISD, please refer that person to either Robert Bray or Vickie Matthews at Dawson ISD at 254.578.1031.
7. Internet postings should not violate any other applicable policy of the Dawson ISD.
8. The author agrees that the Dawson ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of you Internet postings.
9. Each employee is responsible for regularly reviewing the terms of this policy.

Security

For security purposes, users may not share account or password information with another person. Network accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

Monitoring and Confidentiality

The E-mail systems and all network and Internet services used at Dawson ISD are owned by the DISD, and are therefore its property. This gives the Technology Coordinator the right to monitor any and all E-mail and network traffic. DISD does actively read end-user E-mail on normal course of managing the E-mail system. In addition, backup copies of E-mail messages may exist, despite end-user deletion, in compliance with Dawson ISD's records retention policy.

Use extreme caution when communicating confidential or sensitive information via e-mail. Do not include in the subject or body of the e-mail any personal information, student information, or disciplinary information. **ALL NETWORK ACTIVITIES ARE PUBLIC INFORMATION** and subject to **OPEN RECORDS** request by the public. Keep in mind that all e-mail messages sent become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.



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Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Dawson ISD. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting logins, or accessing any data or systems without written permission will result in disciplinary action. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities
- Disciplinary action including possible termination in accordance with Dawson ISD Board policies
- Legal action according to applicable laws and contractual agreements

Privacy, Monitoring, and Filtering

All computers are the property of the District and are subject to searches or removal at any time. There is no privacy on the Dawson Independent School District Network. Dawson ISD will monitor any E-mail, Network, and Internet activity occurring on Dawson ISD equipment or accounts through the District's Filtering System. Dawson ISD currently employs filtering software to limit access to sites on the Internet by using the Smoothwall Firewall which is maintained by the Technology Department. If Dawson ISD discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

Dawson ISD assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Dawson ISD is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Cameron Shaw, DISD Technology Director at 254-578-1031 ext 211.

E-MAIL

E-mail is a critical mechanism for District communications at Dawson ISD. However, use of Dawson ISD's Network, Internet, Website, and Google Apps electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Dawson ISD.

The objectives of this policy are to outline appropriate and inappropriate use of Dawson ISD's E-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.



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Account Activation/Termination

E-mail access at Dawson ISD is controlled through individual accounts and passwords that are maintained by the Technology Department. Each user of Dawson ISD's e-mail system is required to read and sign a copy of the Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of Dawson ISD are entitled to an E-mail account. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors
- Board Members
- Consultants

Applications for these temporary accounts must be submitted in writing and approved by the Dawson ISD Administration. All terms, conditions, and restrictions governing E-mail use must be in a written and signed agreement. All terms of this policy applies to third-party accounts also.

E-mail access will be terminated when the employee or third party terminates their association with Dawson ISD, unless other arrangements are made by the Administration. Dawson ISD is under no obligation to store or forward the contents of an individual's E-mail inbox/outbox after the term of their employment has ceased. E-mail accounts are subject to inspection or monitoring by the Technology Director and/or Administration of Dawson ISD.

General Expectations of End Users

Important official communications are often delivered via E-mail from Administration. As a result, employees of Dawson ISD with E-mail accounts are expected to check their E-mail in a consistent and timely manner so that they are aware of important District announcements and updates, as well as for fulfilling business-and role-oriented tasks. E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current e-mail address changes. E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at Dawson ISD are encouraged to use E-mail to further the goals and objectives of Dawson ISD. The types of activities that are encouraged include:

- Communicating with fellow District employees through an approved District messaging software program.
- Business partners and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

Inappropriate Use

Dawson ISD's E-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual E-mail use will not interfere with others' use and enjoyment of Dawson ISD's E-mail system and services. E-mail use at Dawson ISD will comply with all applicable laws, all Dawson ISD policies, and all Dawson ISD contracts.



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The following activities are deemed inappropriate uses of Dawson ISD systems and services and are prohibited:

- Use of E-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of E-mail in any way that violates Dawson ISD's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Dawson ISD or another individual without authorized permission.
- Sending of unreasonably large E-mail attachments. The total size of an individual E-mail message sent (including attachment) should be 1.0MBs or less.
- Opening E-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing E-mail account passwords with another person, or attempting to obtain another person's E-mail account password. E-mail accounts are only to be used by the registered user.
- **Excessive personal use** of Dawson ISD E-mail resources. Dawson ISD allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources.

Dawson ISD prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Dawson ISD commercial activity, political campaigning, participation of chain letters and forwards, and use by non-employees.

INTRANET MESSAGING (IM) SOFTWARE

Dawson ISD provides Intranet Messaging software programs called Sonork and Microsoft Communicator for use by DISD employees. Intranet Messaging Software is encouraged for use within Dawson ISD ONLY by Dawson ISD employees and other users that are authorized by the Administration. All policies stated in this Acceptable Use Policy apply to Intranet Messaging use.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

Copyrighted Materials

Employees of the District shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions, as stated below, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others. *17 U.S.C. 106*



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INTERNET SAFETY POLICY FOR DAWSON ISD

It is the policy of Dawson 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)].

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 communication, 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.

INNAPROPRIATE NETWORK USAGE: To the extent practical steps shall be taken to promote the safety and security of users of Dawson ISD’s 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 Dawson 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 Technology Coordinator or designated representatives. Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Campus Principals, who shall report annually to the Superintendent and Board on the educational activities undertaken to comply with this subsection.

POSSIBLE DISCIPLINARY ACTIONS TO VIOLATIONS OF THIS AUP

OFFENSES	APPROPRIATE DISCIPLINARY ACTIONS
<ul style="list-style-type: none"> • Changing school passwords or PIN codes. • Circumventing school firewall. • Searches/attempts to access pornographic materials. • Downloading/accessing non-educational game sites. • Taking technology resources off school campus, knowingly or unknowingly. • Off-task and/or disruptive use of technology during class time. • Any other inappropriate use of technology at principal’s discretion. 	<ul style="list-style-type: none"> • Detention • Saturday School • In-School Suspension • Loss of related privileges either temporarily or up to the remainder of the school year. • DAEP Placement



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By signing this policy, you are hereby abiding to the rules and regulations set forth by the Dawson Independent School District's Administration and Technology Department. You understand this Acceptable Use Policy and the consequences for violations, and will follow it when using any electronic devices that are listed.

I am a: (please circle)

Student

Employee

Third-Party Client

of the Dawson Independent School District.

Print Name: _____ Date: _____ / _____ / 20____

Sign: _____ Grade (If applicable): _____

Parents Signature (If applicable): _____

Please note: Network access is NOT provided to any person until this A.U.P. is agreed upon between the Employee/Student/Client and the Dawson Independent School District.