

Howe ISD's

Employee Computing Guidelines & Acceptable Use Policy

Note: Please read the following carefully before signing the attached agreement. This is a legally binding document. Consent or denial of employee usage according to this policy will be on an annual basis. Employee consent or denial will continue until policy is altered, amended or replaced. Signed agreements will be on file at each campus.

Employee Computing Guidelines

1.0 GENERAL INFORMATION

The policies, procedures, and information within this document apply to all employee computing devices used in the Howe Independent School District.

1.1 Receiving your computing device

Computing devices will be distributed during "Employee Computing Orientations" at the beginning of the school year. Employees must sign and return this Employee Computing Guidelines and Acknowledge form **before** the device can be issued.

1.2 Returning your computing device

Computing devices and school issued accessories will be returned back to Howe upon request. If a employee leaves the district during the school year, the device must be returned at that time to the front office or campus principal. Employees who are suspended or terminated for any reason must return their individual school computing device with accessories on the date of termination. The employee will be charged the full cost of the computing device if it is not returned to the district.

Furthermore, the employee will be responsible for any damage to the device and must return the device and accessories to the front office in satisfactory condition. The employee will be charged a fee for any needed repairs, not to exceed the replacement cost of the computing device.

1.3 Employee-Owned Devices

Should an employee choose to purchase their own computing device for school use, the employee should understand that the device will be regulated by the same rules and requirements as if it was a school-owned device while in use in the district. This includes, but is not limited to, the responsible use policy, computing guidelines/agreement, employee handbook, and all appropriate laws and regulations.

2.0 CARE OF THE COMPUTING DEVICE

The computing device is school property and all users will follow this policy and the Howe ISD Acceptable Use Policy for this technology. Employees are responsible for the general care of the computing device they have been issued by the school. Computing devices that are broken or fail to work properly must be taken as soon as possible to a Howe ISD technology or administrative representative for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft, **dry** cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.

- Computing devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Howe ISD.
- If employees use “skins” or cases to personalize their computing devices they must not take off any district labels.
- Computing devices must never be left in an unlocked classrooms, unlocked cars, or any unsupervised areas.
- Protect computing devices from exposure to any liquid (rain, drinks, cleansers, etc.)

2.2 Computing Device Care

It is required that the computing device be in a protective case when carried and not in use.

Bags or backpacks that hold other objects (such as folders and textbooks), should not be used to carry computing devices to avoid placing too much pressure and weight on the computing device’s screen

- Do not lean on the top of the computing device when it is closed.
- Do not place anything near the computing device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the computing device against lockers, walls, car doors, floors, etc.

3.0 USING YOUR COMPUTING DEVICE AT SCHOOL

3.1 Computing devices Left at Home

Employees are expected to have their computing device available for training and classroom use on a daily basis. While employees may take their devices home, employees should plan to use and have their device available for use at work each day.

3.2 Computing device Undergoing Repair

Loaner computing devices may be issued from the Library Media Center to employees when their computing devices are being repaired. There may be a delay in getting a computing device should the school not have enough to loan.

3.3 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the employee for instructional purposes. Music and games are allowed on the computing device and can be used at the discretion of the employee. All software, Apps, and music must be school appropriate and follow all regulations in the employee handbook. Data Storage will be through apps on the computing device and email to a server location. Personal media may be deleted by school representatives if it utilizes too much storage.

3.5 Home Internet Access

Employees are allowed to set up wireless networks on their computing devices. Printing at home would require a specific make/model printer at this time, proper settings on the computing device, and the correct app. Home wireless Internet access is not required by Howe ISD; while helpful, most educational activities can be completed offline.

3.6 Individual Employee Passwords

Howe ISD will require every employee to utilize his/her school issued password in order to secure the content of the computing device.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Computing Device/Home Directory

Employees may save work directly on the computing device. It is recommended employees have a method of backing up their information personally or on an online resource such as their OneDrive service. Storage space will be available on the computing device—BUT it will NOT be backed up in case of re-imaging. It is the employee's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computing device malfunctions are not an acceptable excuse for not submitting work. Howe ISD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Howe ISD will not be responsible for lost or missing data.

5.0 SOFTWARE ON COMPUTING DEVICES

5.1 Originally Installed Software

The software/Apps originally installed by Howe ISD must remain on the computing device in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of computing devices will be made to ensure that employees have not removed required apps or added apps that are not school appropriate as defined by the employee handbook, responsible use policy, and all applicable laws.

5.2 Additional Software

Howe ISD will regularly update the computing devices so that they contain the necessary apps. Employees may backup class files to their iCloud account. Employees should not attempt to synchronize computing devices or add apps to their assigned computing device, including home syncing accounts as it may remove itextbooks and other school installed software. All items contained on the computing device must be school appropriate and follow all school guidelines whether personal or not. Employees must remember the computing device is property of Howe ISD.

5.3 Inspection

Employees may be selected at random to provide their computing device for inspection.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Employee users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 School Responsibilities

- Provide Internet and e-mail access to its employees.
- Provide Internet blocking of inappropriate materials while at school.
- Provide online data storage services. These will be treated similarly to school lockers. Howe ISD reserves the rights to review, monitor, and restrict information stored on or transmitted via Howe ISD-owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid employees in doing research and help assure employee compliance of the responsible use policy.

6.3 Employees Responsibilities:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the Howe ISD Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the employees’ own negligence, errors, or omissions. Use of any information obtained via Howe ISD’s designated Internet System is at your own risk.
- Reporting any missing or stolen devices to your campus administrator and local police within 24 hours of noticing the item is missing or stolen.

Howe ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Helping Howe ISD protect our computer system/device by contacting an administrator about any security problems they may encounter.

Monitoring account activity.

If an employee should receive e-mail or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should show their employee or administrator. Employees will return their computing device to the school corporation at the end of each school year. Employees who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Howe ISD for any other reason must return their school computing device on the date of termination.

6.4 Employee Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials
- Use of sites selling term papers, book reports, and other forms of employee work
- Use of messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Use of Internet/computer games against corporation policy
- Changing of computing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading inappropriate Apps
- Jailbreaking (downloading Apps, movies, music, etc. from any site other than I-Tunes or Apple’s App Store)
- Spamming or sending mass or inappropriate e-mails

- Gaining access to other employee’s accounts, files, and/or data
- Use of the school’s Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Bypassing the HOWE ISD web filter through a web proxy
- Other activities deemed inappropriate by HOWE ISD

6.5 Computing Device Care

Computing device batteries must be charged and ready for school each day.

- Employees will be held responsible for maintaining their individual computing devices and keeping them in good working order.
Only labels or stickers approved by HOWE ISD may be applied to the device.
- Employees have been given the opportunity to individually purchase a case which best suits their needs.
- Computing devices that malfunction or are damaged must be reported to the front office. The school corporation will be responsible for repairing computing devices that malfunction. Computing devices that have been damaged from employee misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the employee. Employees will be responsible for the entire cost of repairs to computing devices that are damaged intentionally.
- Computing device damage: Employees are responsible for any and all damage.
- Computing devices that are stolen must be reported immediately to the front office.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a employee, administrator, or parent.

Use or possession of hacking software is strictly prohibited and violators will be subject to HOWE ISD Employee Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Employee Discipline

The discipline procedure in the HOWE ISD Employee Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the computing device. Depending on the severity of the offense, employees may lose computing device and/or network privileges as well as possible detention, suspension, or expulsion.

7.0 PROTECTING & STORING YOUR DEVICE

When employees are not using their computing devices, they should be stored in their locked desk or classroom. Nothing should be placed on top of the computing device. Computing devices should not be stored in an employee’s vehicle while at school or at home.

8.0 LOSS OR DAMAGE

Once a school-owned device has been reported as lost or stolen, the device will be rendered inoperable. This means that the device is deactivated and will no longer function.

Acceptable Use Policy

These guidelines are provided so that Howe ISD staff members are aware of the responsibilities accepted when using District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, multimedia, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations are as follows:
 - a. Staff use of computers, other technology hardware, software, and computer networks, including the Internet, is to be used for educational purposes.
 - b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library/media center of each campus as well as posted on the District's Web site.
 - c. Although the District has an Internet safety plan in place, staff members are expected to notify a member of the technology team or their supervisor whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
 - d. Staff members who identify or know about a security problem are expected to convey the details to a member of the technology team or their supervisor without discussing it with others.
2. Unacceptable conduct includes, but is not limited to the following:
 - a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
 - b. Using the network for financial or commercial gain, advertising, or political lobbying.
 - c. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
 - d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
 - e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
 - f. Intentionally wasting finite resources, i.e., online time, real-time music. g. Gaining unauthorized access anywhere on the network.

- h. Revealing the home address or phone number of one's self or another person. i.
Invading the privacy of other individuals.
 - j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
 - k. Coaching, helping, observing, or joining any unauthorized activity on the network. l.
Posting anonymous messages or unlawful information on the system.
 - m. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
 - n. Falsifying permission, authorization, or identification documents.
 - o. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
 - p. Knowingly placing a computer virus on a computer or network.
3. Acceptable use guidelines for the District's network computer online services are as follows:
- a. General Guidelines:
 - (1) Staff members will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
 - (2) Staff members are responsible for their ethical and educational use of the computer online services in the District.
 - (3) All policies and restrictions of the District's computer online services must be followed.
 - (4) Access to the District's computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
 - (5) The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the District.
 - (6) When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
 - (7) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

- (8) Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the district policy.
- b. Network Etiquette:
 - (1) Be polite.
 - (2) Use appropriate language.
 - (3) Do not reveal personal data (home address, phone number, phone numbers of other people).
 - (4) Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
 - (5) Users should be polite when forwarding e-mail. The intent of forwarding e-mail should be on a need-to-know basis.
 - c. E-Mail:
 - (1) E-mail should be used for educational or administrative purposes only.
 - (2) E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
 - (3) All e-mail and all e-mail contents are property of the District.
4. Consequences are as follows:
 - a. The staff member in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
 - b. Noncompliance with the guidelines published here, in Board policy CQ may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.
 - c. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
 - d. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; therefore, proper authorities will be given access to their content.

Howe ISD's Computing Device Guidelines/AUP Acknowledge Form

Employee Section

I have read the Employee Computing Device Guidelines and I agree to follow the rules contained in this policy. If I violate the rules I will lose my access privilege to the District's mobile device and may face disciplinary action.

Employee signature _____ Date _____

Employee Name (print) _____

Assigned Campus _____

Home address and phone _____

Audio/Photo/Video Media Release Form

I grant permission to the Howe Independent School District and its agents or employees to use photographs and/or video and audio taken of me. These images may be used in connection with the activities of the district for promoting, publicizing or describing Howe ISD or any of its activities both in in any of the wide variety of formats and media now available and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. Furthermore, I authorize the use of my image, likeness, and voice for all program promotion, materials, and any other purposes in connection with the program deemed appropriate and necessary by the Howe Independent School District.

Employee signature _____ Date _____

Employee Name (print) _____