

Employee Guidelines

Friendswood ISD Responsible Use Policy

You are being given access to Friendswood ISD's network and technology resources. At Friendswood ISD, we use the network and technology resources as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (computers, tablets, cell phones, laptops, netbooks, e-readers, and more).

As a Fisd employee, you are expected to help students use new technologies in a meaningful, safe, and responsible way. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity.

In accepting this agreement, employees acknowledge the following rules and conditions:

I will use technology in a meaningful, safe, and responsible way.

- I understand that I represent the school district in all my online activities. Additionally, I understand that what I do on social networking websites should not reflect negatively on students, teachers, or on the district.
- I will use technology resources productively, appropriately, and primarily for school-related purposes. I will avoid using any technology resources in such a way that would disrupt the activities of others.
- I will use email and other means of communications (e.g. blogs, wikis, podcasts, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I will respond by telephone to any outside party who sends an email communicating a problem or concern that would require more than a brief factual response. Email will only be used to provide outside parties with information.
- If I am out of the office, the outside party may receive an "auto reply" email, indicating that the message has been received but cannot be responded to immediately. I may have a secretary, assistant, or designee respond to the sender, explaining that the sender will receive a phone call from me within the next available business day.
- I will not use email to communicate about a potentially volatile situation or one that requires extensive explanation.
- I will not attempt to bypass or disable district content filters. Certain webpages may be unblocked upon request to Technology Services depending on content and technical capability.
- I will not gain or attempt to gain unauthorized access to resources or information.

- I will not attempt to send, receive, or view any communications or materials that are inappropriate or harmful to individuals or groups or in violation of federal, state, or district regulations. This includes but is not limited to inappropriate language; threatening or racist material; obscene material; pornographic or sexually oriented material or illegal activities.
- I will not use District resources for political advertising, lobbying, or campaigning.
- I will not use District resources for the promotion of commercial goods or services for personal gain.
- I understand that all district equipment, the district network, and my district account are property of FISD and can be monitored or collected at any time.
- I will conserve District resources through the proper use of printers, server space, video or audio streaming, and network bandwidth.
- I am responsible for monitoring student use of technology either district provided or a personal device while students are under my supervision.
- I understand that one particular conference for the entire district, and no other conference, will be identified and may be used by employees specifically for the sale of personal property, such as furniture, clothing, autos, or other garage sale-type items. I understand that I am not required to view this conference or any messages posted within.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

I will use technology in accordance with the laws of the United States and the State of Texas:

- Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and /or unauthorized tampering with computer systems.
- Libel laws – Publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other’s words or ideas as your own).

Disclaimers

- 1) Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, and intrusion by computer virus, or service interruption.

- 2) Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
- 3) Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- 4) Friendswood ISD is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic communications systems.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications systems.

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By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Friendswood Independent School District (ISD) Responsible Use of Computers and Networks Policy. I understand that to gain or retain access to the Friendswood ISD computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Responsible Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

Employee Printed Name

Campus/Location

Employee Signature

Date

Friendswood Independent School District Mobile Device Agreement

I understand that in the event that I am issued a mobile device to facilitate student instruction and enhance student achievement I am responsible for the device and will care for the equipment in such a manner as to prevent loss or damage. A mobile device is defined as a laptop or any small, handheld computing device. I further understand that:

- **Mobile devices are issued to staff primarily as instructional tools and therefore need to be brought to school daily.**
- In the event of damage, loss or theft of the mobile device, I will immediately notify my principal or his/her designated representative for repair or replacement matters.
- In the case of damages or loss which occur due to my intentional act, neglect or abuse of the mobile device, or because of my failure to follow the responsible use policy, including this agreement, I understand I may be held responsible for payment of repairs or replacement of the device at market value.
- The mobile device and any other accessories/components will be returned to the proper district authority immediately upon termination of my employment, or at any other time as specifically directed by district authority.
- If I feel it is necessary, I may seek out and purchase insurance for the device(s) issued to me.

By signing this form I indicate that I have thoroughly read and understand the above information and I agree to the terms and conditions as such.

Employee Signature: _____ Date: _____