

Fort Bend Independent School District
DISTRICT STAFF ACCEPTABLE USE POLICY FOR
ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS

Revised 7-26-04

Internet access is a privilege available to employees and other designated individuals of Fort Bend Independent School District (FBISD). The goal in providing this service is to promote educational excellence at FBISD by facilitating communications for resource sharing, collaborative work, and innovation. Access to Internet resources also brings the possibility of encountering material that may not be considered to be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. Although an industrious user may discover controversial information, the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with District educational goals.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines (see CQ-R). The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

Rules of Acceptable Use:

A. General Use:

- Access to the District's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.
- System users shall keep their passwords confidential. System users may not use another person's system account or E-mail account without written permission.
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Staff may not allow students to access the network through a staff account.
- Any infraction or suspicion of an infraction of the Student Acceptable Use Policy, by a student, shall be reported to the building principal or the campus level coordinator.
- The District, in its sole discretion, has the right to determine who is, or is not given access to the FBISD electronic communications systems.

B. Internet/Electronic Communications Use:

- Access to the District's electronic communications system, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.
- Use of the FBISD electronic communications systems shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All Internet activity is recorded.
- Use for commercial activities or political lobbying is prohibited.
- Users are expected to abide by the generally accepted rules of network etiquette (netiquette). These include (but are not limited to) the following:
 1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
 2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users (such as, but not limited to, chain letters, animated emails, or accessing real audio for extended periods of time) is prohibited.

C. Computer Ethics:

- Access, copying, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, or material protected by trade secret.
- Vandalism – Any malicious attempt to harm, modify, or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District Policy and administrative procedures and, possibly as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

