



MANOR INDEPENDENT SCHOOL DISTRICT ACCEPTABLE USE AGREEMENT FOR ELECTRONIC COMMUNICATION 200- -20%

Manor Independent School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Manor ISD encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Manor ISD and its schools.

Manor ISD adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Manor ISD-owned equipment or through Manor ISD-affiliated organizations.

Network Access

Manor Independent School District Rights and Responsibilities

It is the policy of Manor ISD to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Manor ISD recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Manor ISD retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To add, modify, or remove user accounts on the network.
3. To monitor the use of online activities through real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Manor ISD-owned equipment and, specifically, to exclude those who do not abide by Manor ISD's Acceptable Use Policy or other policies governing the use of school facilities, equipment, and materials. Manor ISD reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment must monitor the use of this equipment to assure that it conforms to the mission and goals of Manor ISD.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

Acceptable Use

Use of the electronic media provided by Manor ISD is a resource offered to staff, students, and other patrons at no cost. In order to maintain access, users agree to learn and comply with all of the provisions of this policy.

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Manor ISD.
2. Proper codes of conduct in electronic communication must be used. Any release of personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account, or by Technology Staff, for the authorized purpose.
4. District resources and materials posted online, must be published on District servers in accordance with District approved web publishing guidelines.
5. Subscriptions to mailing lists and bulletin boards will be at each user's discretion. Prior approval from the campus administrator for such subscriptions is required for students.
6. Manor ISD will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
7. Limited personal use of District network resources is acceptable. Such use must not interfere with the daily operations of Manor ISD and must adhere to proper network use and etiquette.

Prohibited Use

1. The unauthorized download or installation of any software for use on Manor ISD computers is prohibited. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Manor ISD. **District guidelines regarding software and hardware purchases are available on the District's Technology website.**
2. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
3. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. Unauthorized access to network resources or non-essential information is strictly prohibited. Access to confidential information outside of an employee's relevant scope of work shall be cause for disciplinary action.
6. Any use of the network for commercial or for-profit purposes is prohibited.
7. Excessive personal use of the network shall be cause for disciplinary action.
8. Personal websites may not be referenced or cited when conducting official Manor ISD business.
9. Any use of the network for product advertisement or political lobbying is prohibited.

10. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files (as determined by technology system administrators), or files dangerous to the integrity of the local area network is prohibited.
13. Use of the network for any unlawful purpose is prohibited.
14. Games are prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), and/or wireless signals, is prohibited unless specifically authorized by a campus or departmental administrator with expressed permission from the Director of Technology or designee.
16. Access to Social Networking, Instant Messaging, or Chat enabled sites or software is prohibited (myspace.com, Yahoo Messenger).
17. Efforts to bypass or disable network filtering or security measures are prohibited and will be met with disciplinary action.
18. Access to web-based email services during operation times is prohibited. Access will be granted before or after working hours. Access to web-based email is subject to change at Manor ISD's discretion.
19. Wasting or abusing network resources is prohibited and will be restricted (web-based radio, downloading copyrighted music files).
20. Any offenses or situations deemed harmful or inappropriate by Manor ISD is also subject to disciplinary action.

Electronic Mail

E-Mail is provided to all Manor ISD Staff and a select group of students.

1. Manor ISD provides electronic mail to enable users to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.
2. Any doubt regarding the use of electronic mail should be directed to the Manor ISD Technology Department
3. Any breach of the District's Electronic Mail Policy may lead to disciplinary action.

Staff Responsibilities

Users Shall:

1. Confirm recipients of messages by reviewing email addresses before sending messages.
2. Delete electronic mail messages when they are no longer required.
3. Respect the legal protections to data and software provided by copyrights and licenses.

Prohibited Use

Users Shall Not:

1. Forward electronic mail messages personally sent by others, particularly newsgroups or mailing lists, without the permission of the originator.
2. Excessively use District electronic mail for personal reasons. Limited personal use is accepted; however, such use must not interfere with the daily operations of Manor ISD and must adhere to proper network use and etiquette.
3. Send excessively large electronic mail messages or attachments.
4. Send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
5. Participate in chain or pyramid messages or similar schemes.
6. Use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.
7. Illicit any antisocial behaviors. Examples of such instances include electronic delivery of hate mail, chain letters, harassment, or other discriminatory remarks.
8. Use profanity, obscenity, racist terms, or other language that may be offensive to another user.

Please note the following:

1. All electronic mail is property of Manor Independent School District and is subject to open records requests pursuant to the Texas Public Information Act.
2. All electronic mail activity is monitored and logged.
3. All electronic mail coming into or leaving the organization is scanned for viruses.
4. All the content of electronic mail is scanned for offensive material.

Disclaimer

1. Manor ISD cannot be held accountable for the information that is retrieved via the Internet or similar networks.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.) and the Texas Public Information Act found at Chapter 552 of the Texas Government Code, notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Technology administrators have access to all electronic messages and will monitor all communication. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Manor ISD will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, or service interruptions caused by staff or student negligence, errors, or omissions. Use of any information obtained is at user's own risk.
4. Manor ISD makes no warranties (expressed or implied) with respect to:
 - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Manor ISD reserves the right to change its policies and rules at any time.

User Agreement

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by Manor ISD. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken (up to and including employment termination), and/or appropriate legal action may be initiated.

Full Name of user

(If employee- As registered with Human Resources)
(If student – As enrolled with the district)

Title/Grade

(If employee – Job Title)
(If student – grade enrolled)

Campus/Department

User Signature

Date

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Manor Independent School District has taken reasonable steps to control access to the Internet (including internet filters and firewalls), but cannot guarantee that all controversial information will be inaccessible to student users. I hereby release Manor ISD from responsibility for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Check one

- I hereby **give** permission for my child to use network resources, including the Internet, that are available through Manor ISD.
- I hereby **deny** permission for my child to use network resources, including the Internet, that are available through Manor ISD.

Parent Name (please print)

Parent Signature

Date