

General User Policy

Acceptable Use Policy (AUP)

For ALL Technology Items, E-Mail, and Wireless Devices within Hubbard ISD

NETWORK AND INTERNET ACCESS

Hubbard ISD provides many tools to its employees and students to enhance their productivity and jobs. These tools include computers and their software, Apple iPods/iPads/Kindle eBook Readers 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 Hubbard ISD policies and contracts. Non-compliance could have a severe, negative impact on the Hubbard ISD, its employees and its students.

Appropriate Use

Individuals at Hubbard 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 Hubbard ISD
- misrepresents, abuses, or damages the image of Hubbard ISD
- considered cyber-bullying, in accordance to the 21st Century Act

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 Hubbard ISD financial resources without formal authorization.
- Hubbard ISD prohibits use for mass unsolicited mailings, access for non-employees to Hubbard ISD resources or network facilities, competitive commercial activity unless pre-approved by Hubbard ISD, and the dissemination of chain letters.
- Individuals may not view, copy, alter, or destroy data, software, documentation or data communications belonging to Hubbard ISD or another individual without authorized permission.
- 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 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 the Technology Department.

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 Hubbard ISD users. This Internet Posting Policy applies to employees and students who use the following:

- Multimedia websites such as:
 - ✓ YouTube
 - ✓ Hulu
 - ✓ Any other video hosting / multimedia website
- Social Networking or Dating sites such as:
 - ✓ MySpace
 - ✓ Facebook
 - ✓ MyYearbook
 - ✓ Match.com
 - ✓ 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 HISD employee or student, 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 Hubbard ISD. If you are unsure about any particular posting, please contact one of the principals at Hubbard ISD.
3. If an Internet posting makes it clear that the author works for the Hubbard ISD, it should include a simple and visible disclaimer such as, “these are my personal views and NOT those of the Hubbard 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 at Hubbard ISD.
4. Personal Internet postings should not reveal confidential information about Hubbard 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 Hubbard ISD.
5. Internet postings should not include Hubbard 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 Hubbard ISD, please refer that person to any campus principal at Hubbard ISD.

7. Internet postings should not violate any other applicable policy of the Hubbard ISD.

8. The author agrees that Hubbard 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 user 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 email systems and all network and Internet services used at Hubbard ISD are owned by HISD, and are therefore its property. This gives Hubbard ISD the right to monitor any and all email and network traffic. Hubbard ISD does actively read end-user email, email messages by the Information Technology staff during the normal course of managing the email system. In addition, backup copies of email messages may exist, despite end-user deletion, in compliance with Hubbard ISD's records retention policy.

Use extreme caution when communicating confidential or sensitive information via email. Do not include in the subject or body of the email 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 email 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 email correspondence.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Hubbard 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 Hubbard 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 Hubbard Independent School District Network. Hubbard ISD will monitor any email, Network, and Internet activity occurring on Hubbard ISD equipment or accounts through the District's Filtering System. Hubbard ISD currently employs filtering software to limit access to sites on the Internet by using the Fortinet Firewall which is maintained by the Technology Department and HISD's Internet Service Provider. If Hubbard 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

Hubbard ISD assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Hubbard 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 the Director of Technology 254-576-2343.

E-MAIL

Email is a critical mechanism for District communications at Hubbard ISD. However, use of Hubbard ISD's Network, Internet, Website, and Gmail 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 Hubbard ISD.

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

Account Activation/Termination

Email access at Hubbard ISD is controlled through individual accounts and passwords that are maintained by the Director of Technology. Each user of Hubbard ISD's email system is required to read and sign a copy of the Acceptable Use Policy prior to receiving an email access account and password. It is the responsibility of the employee and/or student to protect the confidentiality of their account and password information.

All employees of Hubbard ISD are entitled to an email account. email 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 Hubbard ISD Administration. All terms, conditions, and restrictions governing email use must be in a written and signed agreement. All terms of this policy applies to third-party accounts also.

Request for Technology access for student teachers or long-term substitutes must be submitted to the Technology Team or by the principal.

email access will be terminated when the employee or third party terminates their association with Hubbard ISD, unless other arrangements are made by the Administration. Hubbard ISD is under no obligation to store or forward the contents of an individual's email inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via email from Administration. As a result, employees of Hubbard ISD with email accounts are expected to check their email 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. Email 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 him for her from the list, and is responsible for doing so in the event that their current emails address changes. Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Student Email

- All student Electronic Mail (email) accounts are property of Hubbard Independent School District.
- The student will be removed from the system after graduation, leaving the school district, or not complying with the guidelines of this Acceptable Use Policy.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and passwords will be provided to parents, upon request, so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.

Appropriate Use

Individuals at Hubbard ISD are encouraged to use email to further the goals and objectives of Hubbard 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

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

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

- Use of email 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 email in any way that violates Hubbard ISD's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of email accounts or files belonging to Hubbard ISD or another individual without authorized permission.
- Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should be 5MBs or less.
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing email account passwords with another person, or attempting to obtain another person's email account password. email accounts are only to be used by the registered user.
- Excessive personal use of Hubbard ISD email resources. Hubbard 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.

Hubbard ISD prohibits personal use of its email systems and services for unsolicited mass mailings, non-Hubbard ISD commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

INTELLECTUAL PROPERTY RIGHTS

All Electronic Mail (email) accounts are the property of Hubbard Independent School District.

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*

INTERNET SAFETY POLICY FOR HUBBARD ISD

It is the policy of Hubbard 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 Hubbard 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 Hubbard 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 Assistant Superintendent for Technology and Information Services or designated representatives.

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

By accepting this policy, you hereby agree to the rules and regulations set forth by the Hubbard Independent School District's Administration and Technology Department. You understand this Acceptable Use Policy and will follow it when using any electronic devices that are listed in this policy.

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 Hubbard Independent School District.

Employee/Student/Client (printed Name)	Date	Technology Staff (printed Name)	Date
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Employee/Student/Client (signature)	Date	Technology Staff (Signature)	Date
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