

## **Introduction**

The Center Point Independent School District (CPISD) provides its users with Local Area Network (LAN), electronic mail (e-mail), and Internet access necessary for the performance and fulfillment of curriculum requirements. It is the policy of the CPISD not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its educational program, activities and employment policies.

It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help understanding the contents. Your network access is provided so that you may complete educational curriculum requirements in accordance with CPISD educational policies. It is not intended for non-CPISD use.

Please note that the Internet is a network of many types of communication and information networks. CPISD uses a content filtering system to block and filter content for both minors and adults to certain visual depictions as required by The Children's Internet Protection Act (CIPA). It is possible that you may run across areas of adult content and some material you might find objectionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Inappropriate use of CPISD network resources can result in the loss of the privilege of using these educational and administrative tools.

Any connection to the Internet offers an opportunity for non-authorized users to view or access CPISD information. Therefore, it is important that all network connections be secured, controlled, and monitored.

Consequently, you should have no expectation of privacy while using CPISD-owned or CPISD-leased equipment. Information passing through or stored on CPISD equipment can and will be monitored. You should understand that CPISD maintains the right to monitor and review Internet, e-mail, and LAN use as necessary.

## **Rules For Appropriate Use**

The LAN, e-mail, and Internet connections of CPISD exist primarily to support education-related activities (e.g., classroom instruction, district staff duties, etc.).

In general, the support of CPISD network resources requires a consistent operating environment. A major component of this environment is the software configuration on each computer on the CPISD network. It is vitally important that the configuration on each computer be as consistent and static as possible. Any uncoordinated and/or unauthorized changes (e.g., by downloading

software from the Internet) to one or more computer configurations can result in significantly degraded network performance.

It is understood that new software requirements come up frequently in a school environment. The district will strive to meet all educational and/or administrative technology needs, provided they are coordinated with appropriate CPISD personnel.

Therefore, **it is vitally important that you do not alter the configuration of your machine in any way**, unless it has been coordinated and approved by the Technology Department.

## **Permitted Use**

Occasional and reasonable personal use is permitted, provided it does not interfere with the performance of the CPISD network, or performance of personal duties and responsibilities. Some examples of acceptable personal use might include:

- \* Corresponding with non-district entities via email, such as family members, athletic organizations, or local vendors
- \* Personal shopping or banking via the internet
- \* Non-school related information searches via the internet

## **Prohibited Uses**

In general, improper uses of the CPISD LAN, e-mail, and Internet systems fall into three categories:

- Copyright infringements or software licensing violations
- Illegal activities
- Degradation or abuse of network resources

Examples of improper use which fall into the above categories include, but are not limited to:

- Any illegal purpose.
- Any attempt to access, modify or manipulate CPISD network systems with the intention or degrading or prohibiting system access, compromising user or system passwords, or modifying or destroying data.
- Accessing or distributing materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Any activity or use which promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Commercial messages.
- Posting personal information about yourself or others (such as addresses and phone numbers).

- Using someone else's network account (with or without permission).
- Abuse of CPISD network resources. Examples include, but are not limited to:
  - \*Physical defacement, damage or destruction of network resources
  - \*Excessive printing, particularly for personal needs
  - \*Misrepresenting yourself and the CPISD to others
  - \*Any activity which interferes with the ability of others to make effective use of the CPISD network resources (e.g., playing internet games).
- Creation and/or distribution of software viruses.
- Gaining unauthorized access to restricted information or resources.
- Any activity which results in unnecessary network traffic that may interfere with the ability of others to make effective use of the CPISD network resources.
- Gambling.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from CPISD e-mail services or company machines.
- Downloading of unauthorized and/or unlicensed software or files  
Improper/unauthorized downloads include, but are not limited to:
  - \* Pornographic material
  - \* Utilities, tools, and applications used to seek out system vulnerabilities and crack passwords
  - \* Media players
  - \* MP3 files
  - \* Music sharing clients, such as Napster, KaZaa, Morpheus, Gnutella, Blubster or any other like program
  - \* Web browser enhancements (Bonzai Buddy, Gator, etc.)
  - \* Games of any kind
  - \* Instant messaging clients (AOL, MSN Messenger, Bonzai Buddy, etc.)
  - \* Copyrighted material without permission from the copyright holder
  - \* Illegal/unlicensed software of any kind

## **Purchasing of Hardware/Software**

Hardware and software purchases must be made through the Technology Department. Donations must also be coordinated through Technology. Any donated equipment or software must meet CPISD Technology standards.

## **Other Responsibilities**

In addition to abiding by the requirements set forth above, you are responsible for:

- \* Honoring acceptable use policies of networks accessed through CPISD's LAN, e-mail, and Internet services;
- \* Abiding by existing federal, state, and local telecommunications and networking laws and regulations;
- \* Following copyright laws regarding protected commercial software or intellectual property.

## **Consequences For Inappropriate Use**

Violations of these policies will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above policies, administrators may take disciplinary measures. These may include:

- \* Suspension of personal network account;
- \* Revocation of the computer system account; and/or
- \* Other disciplinary or legal action, including termination, in accordance with CPISD policies and applicable laws.

## Employee Agreement

Please print clearly.

Legal Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Campus \_\_\_\_\_

I understand that my computer use is not private and that the District may monitor my activity on the computer.

I have read the District's Local Area Network, E-Mail, and Internet—Acceptable Use Policies as posted on the district website, <http://www.cpisd.net>, and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_