

## PGISD Network Services Acceptable Use Regulation (AUR)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes to support the District's goals.

The District will provide training to system users in proper and ethical use of the system and will provide access to this Acceptable Use Regulation (AUR). All system users will agree to abide by the AUR, in writing, before access to network services is permitted. The District will provide training to students in proper and ethical use of the system and will provide copies of the Student Network Responsibility Contract (SNRC). All students will agree to abide by the SNRC in writing, before access to network services is permitted.

### No Expectation of Privacy

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Pleasant Grove ISD reserves the right to manage all systems and services, including accessing records, messages, and other files stored on, transmitted via or resulting from the use of these resources. Users should have no expectation of privacy associated with the information they store, send or receive through the network services systems. The district reserves the right to access and monitor this information without prior notice. No user should have any expectation of privacy as to his or her technology use and all users consent to the monitoring of same. All computer equipment and its contents are the property of the district and subject to review anytime at its discretion.

Access to the District's network services is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes.

### Employee Responsibilities

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**Employees are expected to model digital citizenship by conducting themselves in a safe, legal, and ethical manner at all times when using district systems and resources. Employees are held to these standards of conduct when performing job-related duties regardless of whether they are accessing resources from inside or outside PGISD using district-owned, personal, or public equipment.**

Responsible conduct keeps students and staff safe, helps ensure the integrity and functionality of the district network to maximize learning opportunities, and complies with State of Texas learning standards and state and local board policy.

#### As an Employee, You are Required to Respect and Protect the:

- **Student Use of Technology Resources**
  - Supervise and monitor student use of technology resources. Do not allow students to use technology resources at school unless students are supervised by an adult.
  - Ensure that students use technology resources for instructional or educational purposes, and avoid unstructured use as a reward or time filler.
  - Ensure students are continually educated about and know how to comply with the

Technology Responsible Use Policy for Students and the Internet Safety Policy

- Report violations of Responsible Use Policies for students and employees to appropriate supervisors or administrators.

- **Privacy of Yourself and Others**

- You are responsible for usernames and passwords that are assigned to you. Create strong passwords not easy for others to guess, and do not store or display passwords anywhere except on your person (e.g. wallet, purse) or in an otherwise secure location (e.g. locked cabinet or file drawer).
- Do not leave a computer or resource which you are logged in to unattended. Logout or lock the resource, as applicable.
- Do not share your username or password for any system with anyone else or try to discover or use anyone else's username or password for any system.
- Do not try to access, view, or use data or network resources for which you do not have permission through any means.

- **Integrity, Availability, and Security of all Technology Resources**

- Use technology resources, including district-issued accounts such as email, for purposes primarily related to your job duties in a way that does not disrupt the teaching, learning, or work of others. For example, do not store personal music files, pictures, or software/games in your home folder.
- Limit personal use of technology resources to purposes that do not impose a tangible cost on the district, do not unduly burden the network, and have no adverse effect on job performance or student academic performance. For example, do not continuously listen to or watch (stream) music, radio, news, or video from the Internet unless it is related to a learning activity.
- Do not use district technology resources to promote, market, or sell products or services, or to lobby.
- Do not intentionally modify computers or other equipment by attempting to install software, hacking, spreading viruses or malware, or making physical changes to or damaging technology equipment. Do not attempt to add personal devices to the PGISD network.
- Do not attempt to bypass Internet filters by using proxy sites, hacking, or any other means. Request unblocking of educationally appropriate Internet resources using established district procedures.
- Immediately report problems or security violations, such as broken equipment or inappropriate technology or password use, to a supervisor or administrator.

- **Learning Community**

- Use communication tools in a professional, respectful manner. This includes email, websites, blogs, discussion boards, wikis, chat/instant messaging, texting, websites, and virtual learning environments.
- Report threatening or discomfoting content that you receive or access via district resources (website, text, chat, etc.) to a supervisor or administrator.
- Do not intentionally access, copy, share, or create material that violates district or state standards of employee conduct, including material that is pornographic, threatening, rude, discriminatory, or meant to harass.
- Do not intentionally access, copy, share, or create material that violates the laws of

the State of Texas or the United States, including libelous/false content, obscenity, stolen materials, or illegal copies of copyrighted works.

- Do not create, send, or post spam, chain letters/texts, or other mass quantities of unsolicited material.
- Do not make online purchases, sales, advertisements, or engage in other personal business transactions unless approved as part of a district project or job duty.
- **Intellectual Property of Others**
  - Assume all materials available on the Internet or in other digital resources are protected by copyright unless otherwise labeled. This includes text, graphics, photos, music, videos, and software
  - Follow Fair Use guidelines when using materials from the Internet or other digital resources in your work. Follow posted usage policies or ask permission of the original creator, and avoid plagiarism by giving proper credit/attribution to original sources.
  - Do not publicly re-post copyrighted material or allow it to be posted to district-provided resources, including websites and learning management systems.

## **Consent Requirements**

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No original work created by any District student will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information of a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

## **Supervision and Monitoring**

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The district network, technology equipment, and district-issued accounts are the property of Pleasant Grove ISD. Anything that is done on or with these systems is not private and can be monitored by district staff. Authorized Pleasant Grove ISD employees monitor the use of technology resources to help ensure that users and data are secure and conform to district policy. Pleasant Grove ISD reserves the right to examine, use, and disclose any data found on the district's networks or in accounts provided by or overseen by the district in order to further the health, safety, discipline, or security of any student, employee, or other person, or to protect property. Pleasant Grove ISD may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

## **Consequences for Violation**

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Use of Pleasant Grove ISD technology resources is a privilege, not a right, and may be revoked if abused. Violations of this policy may result in disciplinary action, including the loss of privileges to use the district's information technology resources. Other consequences may also occur under board policy and other legal action may be taken in accordance with applicable laws.

## **Disclaimer**

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The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information of software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

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 system.

## **Complaints Regarding Copyright Compliance**

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The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Jim McClurg Technology Director  
8500 North Kings Hwy  
Texarkana, Texas 75503  
(903) 831-4086  
jimmclurg@pgisd.net

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**ACCEPTABLE USE REGULATION FOR A NETWORK SERVICES ACCOUNT**

I have read the District's Acceptable Use Regulation for Network Services and agree to abide by its provisions. I understand that I will be subject to monitoring by district staff to ensure appropriate use and I have no expectation of privacy. In consideration for the privilege of using the District's network services 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 any use of, or inability to use, the system.

Name of system user (printed) \_\_\_\_\_

Signature of system user \_\_\_\_\_

Date \_\_\_\_\_

I have received training on how to access school board policy online and I also understand that I can request a printed copy from PGISD Central Services.

System user initial here \_\_\_\_\_

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Individualized Permissions and Restrictions If Needed