

Education Service Center, Region 2 Network Acceptable Use Guidelines

The Executive Director or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Network Definition

The ESC's electronic communications system consists of computer workstations (MAC and Windows-based/Desktop and Laptop), Servers, local area network (LAN) resources, the Internet, electronic mail (email), wide area network (WAN – CoBeNet), and associated software applications.

Availability of Access

Access to the ESC's electronic communications system, including the Internet, shall be made available to employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Network Goals

The goal of the Education Service Center, Region 2 (ESC-2, CoBeNet) Network is to increase productivity, disseminate information, ease communication, and promote collaboration. These activities will occur to benefit K-12 educators, the Texas Education Agency (TEA), ESC employees, LEA's, and other educational entities and supporting organizations.

Acceptable Use

The Executive Director or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the ESC and with law and policy.

Access to the ESC's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with ESC policies [See DH]

Violations of law may result in criminal prosecution as well as disciplinary action by the ESC.

Successful operation of the Network requires that its users regard the Network and assigned email accounts as professional "property." Each email account is assigned to one authorized

individual and is provided for the exclusive use of this individual. It is imperative that users conduct themselves in a responsible, ethical, and polite manner while using email and other aspects of the ESC Network.

Internet Safety

The Executive Director or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each Esc computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Executive Director or designee.

The Executive Director or designee shall enforce the use of such filtering devices. Upon approval from the Executive Director or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Limited Personal Use

Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the ESC;
2. Does not unduly burden the ESC's computer or network resources; and
3. Has no adverse effect on an employee's job performance

Network Acceptable Use Guidelines

The intent of the ESC Acceptable Use Guidelines (AUG) is to ensure that all uses of the services provided by the Network are consistent with the goals stated above. These guidelines do not attempt to articulate all required or prescribed behavior by its users. In any specific situation, each individual must rely on her or his own judgment of appropriate conduct.

To assist in such judgment, the following general guidelines are offered:

1. The ESC Network must be used to support education and research.
2. Use of the Network for illegal purposes, or in support of illegal activities, is prohibited.
3. Commercial use of the Network (such as product advertisement or solicitation) is prohibited.
4. Political lobbying via the Network is prohibited.
5. Utilization of the system must not disrupt the use of the Network by other users.
6. Email accounts shall only be used by the authorized user.
7. Users are responsible for the security of their individual accounts.
8. All language in emails and other network communication shall be proper and professional.
9. Messages shall not be reposted (forwarded) without permission of the sender.
10. Users shall respect limits outlined by the system and will not download large files that are not job related. (MP3 files etc.)
11. Users shall only install software onto computer workstations approved by the MIS Department to ensure compatibility with the system and network.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by authorized users shall not be considered private. Designated ESC staff shall be authorized to monitor such communication at any time to ensure appropriate use. Routine maintenance and monitoring of ESC's electronic communications system may lead to the discovery that a user has violated this Policy or the law. An individual search will be conducted if there is reasonable suspicion of Policy violation. The ESC will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through ESC's electronic communications system.

Disclaimer of Liability

The ESC makes no guarantee that the functions or the services provided by or through the ESC's system will be error-free or without defect. The ESC shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions and other laws, users' mistakes or negligence, and costs incurred by users. The ESC shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of services. The ESC shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The ESC shall not be responsible for financial obligations arising through the unauthorized use of the system. Users can be held financially responsible for any harm to the system as a result of intentional misuse.

I hereby acknowledge that I have received, read, and understand the Network Acceptable Use Guidelines.

Employee Name (please print)

Signature

Date

Please return form to Administration.