

Employee Handbook Receipt

EMPLOYEE HANDBOOK, TECHNOLOGY ACCEPTABLE USE POLICY AND INTERNET SAFETY POLICY

Print Name _____

Campus/Department _____

You have the option of receiving all three of the documents in electronic form or hard copy. Please indicate your choice by checking the appropriate box below:

- I choose to receive the **Employee Handbook**, **Technology Acceptable Use Policy**, and the **Internet Safety Policy** in electronic format and accept responsibility for accessing them according to the instructions provided. Go to website <http://intranet.mansfieldisd.org>; click the "District Documents and Forms" link. The handbooks are listed in the Human Resources' section.
- I choose to receive a hard copy of the **Employee Handbook**, **Technology Acceptable Use Policy**, and the **Internet Safety Policy**. The hard copy is to be requested through your department/campus and provided by the department/campus designee.

Please initial by the following:

_____ I hereby acknowledge receipt of my personal copy of the Mansfield ISD Employee Handbook, Technology Acceptable Use Policy, and the Internet Safety Policy. I agree to read these documents and abide by the standards, policies, and procedures defined or referenced in the documents listed.

_____ I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the above listed documents. As the district provides updated information, I accept responsibility for reading and abiding by the changes.

_____ I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

_____ I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the personnel department if I have questions or concerns or need further explanation.

_____ I understand that my use of the district's technology resources is not private and that the district will monitor my activity.

_____ I have read the district's Technology Acceptable Use Policy, Internet Safety Policy and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the district's technology resources, 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, these resources, including, without limitation, the type of damages identified in the district's policy.

I understand that if I violate any procedures or rules, I may face legal or disciplinary action according to applicable law or district/departmental policy.

Signature: _____

Date: _____

NOTE: Sign and date this receipt. Provide the original to your supervisor and keep a copy for yourself. **The employee agreement must be renewed each school year.**

TECHNOLOGY ACCEPTABLE USE POLICY

Internet Postings

The Internet, along with a host of next generation communication tools, has expanded the way in which employees can communicate internally and externally. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Mansfield ISD employees. This Internet Posting Policy applies to employees who use the following:

- Multimedia and social networking websites such as Twitter, Facebook, Yahoo! Groups and YouTube
- Blogs (Internal and External)
- Wikis such as Wikipedia and any other site where text can be posted

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 that do not identify the author as a MISD employee, do not discuss the district, and are purely personal matters would normally fall outside of this guidance.
2. Common sense is the best guide if you decide to post information in any way relating to the Mansfield ISD. If you are unsure about any particular posting, please contact the Mansfield ISD Communication and Marketing Department.
3. If an Internet posting makes it clear that the author works for the Mansfield ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the Mansfield 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 the Assistant Superintendent of Communications and Marketing.
4. Personal internet postings should not reveal confidential information about the Mansfield 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 the Communications and Marketing Department.
5. Internet postings should not include Mansfield 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 media contacts you about an Internet posting that concerns the business of the Mansfield ISD, please refer that person to the District Communications and Marketing Department.
7. Internet postings should not violate any other applicable policy of the Mansfield ISD.
8. Mansfield ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damage claimed or incurred due to any Internet postings by an employee.
9. Each employee is responsible for regularly reviewing the terms of this policy.

INTERNET SAFETY POLICY FOR MANSFIELD ISD

It is the policy of Mansfield 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. 106554 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 access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, technology protection measures shall be used to block visual depictions of material that is obscene, contains child pornography, or is 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.

INAPPROPRIATE NETWORK USAGE: To the extent practical, steps shall be taken to promote the safety and security of users of Mansfield ISD's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

In compliance with the Children's Internet Protection Act, Mansfield ISD has adopted and implemented measures to prevent inappropriate network usage, including (a) access by minors to inappropriate or harmful material on the Internet; (b) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; and (c) unauthorized disclosure, use, and dissemination of personal information regarding minors.

EDUCATION, SUPERVISION AND MONITORING: It shall be the responsibility of all members of Mansfield 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 of Technology and Information Services or designated representatives. The Assistant Superintendent of Technology and Information Services may be reached at 817.299.1980.

* CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: OBSCENE, as that term is defined in section 1460 of title 18, United States Code; CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or Harmful to minors

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; And taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the district's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable district policies and agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook] Please contact Dr. Sean Scott, Assistant Superintendent of Technology and Information Services at 817.299.1989 if you have questions or need help understanding this material.

Inappropriate use of the district's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable district policies and laws. As a user of the district's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the district will use filtering technology 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.

If you are being issued a district technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account for hardware and Internet access, and you are responsible for maintaining the security of your account password. You may not share your password with others.
- The account is to be used mainly for purposes related to educational programs, school operations, and performance of job responsibilities, but some limited personal use is permitted.
- You must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You are expected to conduct yourself respectfully and professionally when utilizing district technology resources to communicate electronically.
- You will be held responsible at all times for the proper use of your account, and the district may suspend or revoke your access if you violate the rules.
- E-mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use. Email content, internet use history, network communications, and other similar information may be releasable to third parties in compliance with the Public Information Act or as otherwise required by law.
- E-mail users are responsible for mailbox management including organization, cleaning, and compliance with records retention laws.

INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete district property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or district policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber bullying and "sexting."
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Wasting school resources through improper use of the district's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the district's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action, in accordance with the district's policies and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the district's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

STATEMENT OF RESPONSIBILITY FOR EQUIPMENT AND AUTHORIZATION FOR PAY DEDUCTION

In consideration for your personal use of the Equipment off school property or outside of school-sponsored events, you assume full financial responsibility to pay for any repairs and/or replace the Equipment if it is damaged, stolen, misplaced, or for any other reason not returned. The amount of financial responsibility is the "Replacement Value" of the equipment. I agree that MISD may deduct money from my pay, not to exceed the Replacement Value, to cover the cost of repairing or replacing the Equipment that I may damage (other than normal wear and tear), lose, fail to return or take without appropriate authorization during my employment. I further understand that MISD has stated its intention to abide by all applicable federal and Texas wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies. If the equipment is lost or stolen, the Superintendent or designee may reduce or eliminate my liability for loss or theft if (i) a police report is filed immediately and (ii) the Superintendent or designee does not find that the loss or theft resulted from my own wrongful or negligent acts or omissions. Such determinations shall be made on a case-by-case basis. I understand that the equipment should not be left unattended.

This statement acknowledges my possession of Equipment and assumption of financial responsibility for the Equipment usage off school property or outside of a school-sponsored event. I acknowledge that MISD has not required that I enter into this agreement as a condition of my employment with MISD. I further acknowledge that MISD may request the return of the Equipment at any time, and I will be required to return the Equipment within one business day after MISD has made such a request. The term "Equipment" as used in this Agreement shall mean the electronic textbooks or other technology equipment.