

Rio Brazos Education Cooperative Employee Acceptable Use Policy
General Principles

Computer hardware, software, and networks are accessible to Rio Brazos Education Co-op (RBEC) employees to support its management and educational mission and goals.

Computer equipment, software and networks in schools and administrative offices are the property of RBEC and are intended for carrying out RBEC business. RBEC employees do not have personal property rights to any material created, received or sent via RBEC equipment, software or network systems. The contents of electronic communications may be disclosed to authorized individuals within RBEC without the permission of the sender or recipient.

Electronic communications are "official records" under the law.

Employee use of electronic communications equipment and services is a revocable privilege. Acceptable use, as expressed in this statement, is required.

ACCEPTABLE USE

Employees using RBEC electronic communications equipment and services are expected to make a reasonable effort to keep informed of this acceptable use statement and the acceptable and unacceptable uses in general. The burden of responsibility is on the user to inquire as to what is acceptable or unacceptable prior to use. Compliance with acceptable use restrictions is mandatory,

- use RBEC electronic communications equipment and services for RBEC related activities and not for personal business,
- know and follow the generally accepted etiquette of computer and network use, and
- maintain and enhance RBEC public image.

Specific Acceptable Use

1. For purposes directly related to RBEC mission, goals, and the employee's assigned tasks
2. For professional development, to maintain training or education, or to conduct discussions related to the user's job
3. For research related to issues pertinent to RBEC or assigned task
4. For obtaining new laws, procedures, policies, rules or information that are related to RBEC interests

Specific Unacceptable Use

1. For any purposes which violate U.S., Texas, McLennan County or City of Waco law
2. For any solicitation of non-RBEC business or for business related to personal gain
3. For purposes not directly related to the mission, goals, or assigned tasks of RBEC
4. For the purpose of promoting an individual's interests or views
5. For copying software, electronic files, programs or data without approval of the owner
6. For misrepresenting the user as someone else
7. For disrupting, destroying or intentionally harming RBEC equipment, data, networks, or electronic systems
8. For communicating fraudulent, harassing, abusive, offensive or obscene information, pictures or messages

9. For accessing inappropriate sites, inappropriate personal e-mail or inappropriate chat rooms.
(REMINDER: e-mail messages are not confidential and may be considered "official records.")

Additional Guidelines

1. The specific Acceptable/Unacceptable Use lists above are not exhaustive and may be amended.
2. Any software or data files obtained electronically should be checked for viruses prior to use or transferring to another RBEC employee.
3. All messages created, sent or retrieved using RBEC electronic communications equipment and services are the property of RBEC and may be considered **public information**. Regulations on confidential student records, subject to disclosure, sent to parents would apply to electronic communications.
4. Users of RBEC electronic communications equipment and services need to remember that they are representing RBEC and should conduct themselves as a RBEC employee at all times.
5. Users should never share passwords with anyone else. Users are responsible for their own individual accounts and directories. Any violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner.
6. RBEC Acceptable Use Policy and Guidelines are in effect seven days a week, 24 hours per day.

Violation of this policy may result in disciplinary action, up to and including, termination. Administrators have the authority to determine what is and what is not appropriate and official use and to grant, suspend, or cancel an employee's access to RBEC electronic communications equipment and services at any time for any reason. If necessary, RBEC will advise appropriate legal authorities of any illegal uses.

RBEC EMPLOYEE ACCEPTABLE USE AGREEMENT

I hereby certify that I have read, fully understand, and will comply with the contents of this Acceptable Use Policy on these 2 pages.

Noncompliance with this policy will subject me to disciplinary action including, but not limited to, termination of access privileges to RBEC electronic communications equipment and services or termination of employment.

Signature_____

Printed Name_____

Date_____

Approved by Principal, Supervisor, or Director_____ Date_____