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**MEMORANDUM OF UNDERSTANDING**

**Between the  
Cuba Independent Schools and Cuba Unified Employees**

**I. Computer and Internet Policies and Procedures**

Use of the District's computers, network, and Internet access shall be in support of curriculum and research that is consistent with the educational mission of the District. Use of the computer system is a privilege and may be denied; as well as appropriate disciplinary or legal action, may be taken after an investigation is conducted according to the Contract Agreement Between Cuba Independent Schools and Cuba Unified Employees, Article 13, INVESTIGATIONS, if the user is found in violation of the following guidelines:

**Conduct Guidelines**

1. Computer, network, district issued cell phones, Internet and printer use shall be restricted to work/school related activities and NOT personal use. Only those employed by Cuba Schools or authorized individuals are allowed usage of the district's computer equipment.
2. Keep confidential and protect all computer passwords, access codes, or logon information from disclosure to others. Do not use or ask for passwords belonging to another user.
3. Do not use the Internet on any device to view, access, download, or process pornographic, obscene(\*), illegal drugs, gang related, indecent, profane, sexual acts (^), material harmful to minors(#), or otherwise inappropriate material. USE OF THE INTERNET SHALL BE RESTRICTED TO RESEARCH AND EDUCATIONAL PURPOSES ONLY. Chat rooms are allowed only as needed for instruction.
4. Be ethical and courteous; respect the privacy of other users. Do not send hate, harassing, discriminatory or obscene e-mail, or demonstrate other antisocial behaviors.
5. Do not destroy or abuse computer hardware, software or district issued cell phones in any way.
6. Use the network in a way that does not disrupt its use by others. This includes the wasteful use of printers.
7. Do not develop or pass on programs that harass other users or infiltrate a computer system such as viruses or mass mailings.
8. Maintain the integrity of data and files. Do not modify or copy files or data of other users without their consent.
9. Do not pirate software. Respect copyrights. Software protected by copyright shall not be copied or used without the proper licensing. CD Burners shall be used for data storage only and not for pirating software, music, etc. Use of the system to access games and use of computers for game playing shall be restricted to instances directed and monitored by instructional staff or as directed by school principal.
10. Students are NOT allowed to use teacher/staff computers or cell phones.
11. Students are NOT allowed access to any teacher/staff passwords.
12. CIS Technology Department will only install applications that are freeware or have been purchased by the Cuba School District.
13. Staff is NOT allowed to use Proxy websites to illegally bypass CIS content filter/firewall to gain access to blocked websites which contain inappropriate/illegal material.
14. Do not lend or borrow other CIS Staff Technology Equipment. All Technology equipment must remain at the assigned location unless a move request is filed and approved by the CIS Technology Coordinator and the Building Supervisor.
15. Do NOT create or forward chain e-mails or Spam. Refrain from any other network activities that flood the network.
16. Students are not allowed to use classroom computers without Cuba Schools Staff supervision.
17. Tethering may not be used in order to bypass the Cuba Schools internet filtering system.

**\*\*\*\*\*Please keep this copy for your records\*\*\*\*\***

**PO Box 70, #50 County Rd 13, Cuba, NM 87013, Phone: 575-289-3211, Fax: 575 289-3314**

*Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer may be contacted at the address or phone number listed above.*



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**Terms and Conditions of Use**

All users of the District's computer system, including access to the Internet, must be in agreement with the following terms and conditions:

1. Conduct Guidelines must be adhered to at all times.
2. CIS Administrators and Technology Department have the right to inspect, without notice or review, any materials that are stored on District equipment and backup materials, and retrieve deleted materials for evidence that are found to violate Conduct Guidelines.
3. CIS will not be liable for any direct or indirect damages that result from information gained via use of the District's computer system or from use, operation, or inability to use the system.
4. Any damage or usage that violates Conduct Guidelines must be reported immediately to the appropriate Administrator and Technology Coordinator.
5. CIS Technology Department will not change user passwords and/or check e-mails without the consent of that user.
6. Use of the computer system, including Internet access, may be revoked and appropriate disciplinary or legal action may be taken for failure to comply with the Conduct Guidelines.
7. All Cuba Schools Technology equipment will be maintained and/or worked on only by Cuba Schools Technology Staff. If equipment is taken elsewhere, all warranties and support will be voided by the manufacturer and by Cuba Schools. The equipment will then be confiscated by the CIS Technology Department and then re-assigned to another individual within the District.
8. All Staff members will be held accountable for all use and conduct of their Technology equipment. In the case that students are allowed to use the staff computer, the staff member will be held responsible for all activity on that computer.
9. All illegal and/or pornographic materials will be reported to the CIS Superintendent.
10. Staff that deliberately destroys Technology equipment will have that equipment removed and legal action will be taken against that individual by the CIS District.
11. Staff that use web proxies to deliberately bypass CIS Content Filter/Firewall will have their Internet Access removed and reported to the School Principal and/or Superintendent.
12. Any disciplinary action as stated within this policy will be handled according to board policy.
13. Cuba Schools Information Technology Department will not scan any computers without the written directive of the Superintendent.
14. It is mandatory that the Superintendent report all computer abuse to the Public Education Department (PED). The PED may report this computer abuse to the Federal Government and Legal Action May Be Taken.
15. All video surveillance review requests and/or copies of surveillance videos must be submitted through the Superintendent.

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## Computer and Internet Policies and Procedures USER AGREEMENT

### STAFF

I have read and understand the School District guidelines and terms and conditions relating to acceptable use of the District's computer system and the Internet, and agree to abide by them. I further understand that any violation of the School District guidelines is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, and/or appropriate disciplinary or legal action will be taken which may result in termination.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# CUBA INDEPENDENT SCHOOL DISTRICT



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Cuba Schools applies annually for E-rate. This means that all users must be in compliance with all CIPA rules and the District must enforce the rules. Please refer to the following definitions with respect to terms used in Computer policy.

## Federal Communications Commission FCC 11-125

54.520(a)(4). Statutory definitions.

(i) The term "minor" means any individual who has not attained the age of 17 years.

\*(ii) The term "obscene" has the meaning given such term in 18 U.S.C. § 1460.

(iii) The term "child pornography" has the meaning given such term in 18 U.S.C. § 2256.

\*(iv) The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that--

\*(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

\*(B) 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

\*(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

(v) The terms "sexual act" and "sexual contact" have the meanings given such terms in 18 U.S.C. § 2246.

(vi) The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material covered by a certification under subparagraph (c) of this section.

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The Internet safety policy adopted and enforced pursuant to 47 U.S.C. 254(h) must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors. The school must enforce the operation of the technology protection measure during use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the certifying authority under subparagraph (a)(1) may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose. This Internet safety policy must also include monitoring the online activities of minors. Beginning July 1, 2012, schools' Internet safety policies must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

\*\*\*Internet capable device are and include desktop computers, laptop computers, e-readers, ipod, ipad, smart phones, or similar devices with internet capability

A full copy of this document can be found @ : [www.fcc.gov](http://www.fcc.gov)

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