

## Austin Independent School District Acceptable Use Guidelines

The Superintendent shall implement, monitor, and evaluate electronic media resource for instructional and administrative purposes and shall develop and implement administrative regulations, guidelines and use agreements consistent with the purpose and mission of the District.

Access to electronic communication systems and equipment, is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations, District policy and law.

### RULES FOR APPROPRIATE USE

- If you are assigned a District e-mail account, you must use it only for District business purposes. The account is to be used primarily for educational purposes but some limited personal use is permitted.
- As applicable you must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records and campaign laws.
- As applicable you must maintain the confidentiality of health or personnel information concerning District employees and colleagues unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from



