

Collinsville Independent School District

Acceptable Use Policy

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Guidelines on the Acceptable Use of Electronic Information Resources:

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic mail and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and much more!

While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services. The concerns described here are real, but they should not discourage school officials from planning for the appropriate use of one of education's newest and most valuable tools.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The following represent some of the inappropriate uses that may occur:

- using the network for commercial advertising
- using copyrighted material in reports without permission
- using the network to lobby for votes
- using the network to access a file that contains pornographic pictures, taking them home, and telling parents, "I got them at school"
- using the network to send/receive messages that are racist
- using the network to send/receive inflammatory messages
- creating a computer virus and placing it on the network
- using the network to send/receive a message with someone else's name on it
- using the network to send/receive a message that is inconsistent with the school's code of conduct
- using the network to send/receive messages that are sexist and contain obscenities

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- using the network to provide addresses or other personal information that others may use inappropriately
 - using the network for sending and receiving a large number of personal messages
- All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws.

Violations can lead to prosecution.

User Contract:

Electronic Information Resource Contract

We are pleased to announce that EDNET 10 and other electronic information services are available to students and teachers in our district who qualify as a result of participation in an orientation or training course. The Collinsville Independent School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district.

Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Collinsville Independent School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this document carefully. When signed by you and, if appropriate, your guardian/parent, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your guardian/parent (if you are under 18) before we can provide you with an access account.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of This Contract

I. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the District publication entitled Student Handbook apply when you are on the network.

II. Acceptable Use

The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Collinsville Independent School District (these may be found in the District document entitled Student Handbook). I am personally responsible for this provision at all times when using the electronic information service.

Use of other organization's networks or computing resources must comply with rules appropriate to that network.

Transmission of any material in violation of any United States or other state organizations is prohibited.

This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Use of commercial activities by for-profit institutions is generally not acceptable.

Use of product advertisement or political lobbying is also prohibited. I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

Hacking, using file sharing programs (Kazaa, WinMX, bit torrent) or installing any software is prohibited.

Anyone who has an .exe file in their folder or on a disk brought in from outside the district will be in violation.

Use of non school issued email, instant message systems, bulletin boards, or social networking sites like myspace and facebook.

III. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a high school or elementary faculty member as to proper behavior and use of the network. The district's LAN/system administrator (operating under the aegis of the school board and the district office) will decide what is appropriate use and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of Collinsville Independent School District may request that the system administrator deny, revoke, or suspend specific user accounts.

IV. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- Be polite:

Never send, or encourage others to send, abusive messages.

- Use appropriate language:

Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

- Privacy:

Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.

- Electronic Mail:

Electronic mail (e-mail) is private. Messages relating to or in support of illegal activities must be reported to the authorities.

- Disruptions:

Do not use the network in any way that would disrupt use of the network by others.

Other Considerations:

- Do be brief. Fewer people will bother to read a long message.
- Do minimize spelling errors and make sure your message is easy to understand and read.
- Do use accurate and descriptive titles for your articles.
- Do tell people what it is about before they read it.
- Do get the most appropriate audience for your message, not the widest.

- Do remember that humor and satire is very often misinterpreted.
- Do remember that if you post to multiple groups, specify all groups in a single message.
- Do cite references for any facts you present.
- Do forgive the spelling and grammar errors of others.
- Do keep signatures brief.
- Do remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.
- Do post only to groups approved by CISD.

V. Services

The Collinsville Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Collinsville Independent School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, nondeliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Collinsville Independent School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

VI. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

VII. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

VIII. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

District Web Publishing Guidelines

Educational Value - Material to be published must not display, access, or link to sites deemed offensive.

All published material must have educational value or support the district guidelines, goals and policies.

Publishing

Only materials authorized and reviewed by a teacher or administrator will be published. Student work may only be published on a teacher's web page by a teacher or by the technology director and then only when appropriate. Students may not publish work directly to the web site.

Protect Privacy

At no time shall any student's personal information (home address, e-mail address, or phone number) appear on CISD Internet/Intranet published materials. All contact information should identify the content sponsor or teacher.

Student Safety

To assure student safety, a student's picture and full name shall not appear on the same page.

A stranger should never be able to connect a student's name with a face. Student projects, achievements, photos of and by, sports statistics, sports photos and school activity photos and video, honor rolls, and other related items may be placed on the school website to promote the school district and its activities.

Copyright Laws

Adhere to all copyright laws.

Content Monitoring/Auditing

CISD Administration reserves the right to audit and/or adjust materials and/or activity on any Internet/Intranet Server publishing content sponsored by a CISD organization.

Site Guidelines

Active Links

The web is a very dynamic resource. It is strongly recommended that links to external existing sites be checked regularly to insure that CISD sponsored links are not going to sites that do not meet CISD's Acceptable Use Agreement.

Current Files

Only active files that are required for the proper operation of the Internet/Intranet Site should be stored on the Internet/Intranet Server.

File Size

Due to limited storage space and varying network speeds, it is recommended that file sizes should be kept as small as possible. In rare cases, where larger file sizes are required, please inform users by making a note on referring documents.

Advertising

Individuals are not to use CISD web resources for personal gain or profit. Accordingly, there is no advertising, sale or solicitations by individuals on CISD sponsored sites.

Navigational Links

It is suggested that each page contain clear links to the sponsoring site's home page and/or higher- level pages. There should always be navigational clues to help users find their way.

Contact Information

Out of courtesy to Internet/Intranet users, each page shall contain contact information for the content sponsor.

Appearance

Sites will strive to maintain a tight integration with the rest of the district site which includes the use of appropriate school colors and logos.

Collinsville ISD Internet Safety Plan

1. The district is providing Internet access to its employees, staff, and students. The district's Internet system has a limited educational purpose. The district's Internet system has not been established as a public access service or a public forum. The district has the right to place restrictions on use to ensure that use of the system is in accord with its limited educational purpose.

2. Student use of the district's Internet system will be governed by this document, the district's Acceptable Use Policy (AUP), related district and school regulations, and the student disciplinary code. Staff use will be governed by this document, related district policies and regulations, district employment policy.

Internet system:

1. Users should have limited privacy expectations regarding the contents of their personal files and records of their online activity while on the district system.
2. The district may restrict access to materials for valid educational reasons.
3. This document was developed in accordance with the statutory requirements of the

Children's Internet Protection Act (CIPA).

- a. The district promotes the effective, educational use of the Internet in school through professional development and the establishment of a district web site.
- b. Student and staff users of the district Internet system have been informed regarding the safe, ethical, legal, and responsible use of the Internet and of the district's Internet system and their responsibilities under this plan.
- c. Student use and activities will be structured in a manner that is appropriate to the age and skills of students.
- d. The district protects against access to materials that are considered inappropriate for users to access through the district Internet system in the following manner:
 - i. The district recognizes that Internet resources can be categorized as prohibited, restricted, limited access, or approved material. Prohibited material may not be accessed

by the students or staff at any time, for any purpose. Restricted material may be accessed by students in the context of specific learning activities that have been approved by a teacher or by staff for professional development purposes. Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher. Approved material, on the other hand, can be accessed at all times.

ii. The district has implemented the use of a technology protection measure (filtering software), which is a specific technology that will protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by CIPA. At the discretion of the district or school, the filtering software may also be configured to protect against access to other material considered inappropriate for student access. The district recognizes, however, that filters are not perfect. They block sites that should not be blocked and let through sites that should be blocked. Therefore, CISD does not rely on filters as a sole protection measure.

iii. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the filtering software.

iv. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the filtering software.

v. Student use of the district Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.

vi. The district has developed procedures to monitor student use of the Internet.

vii. The AUP includes provisions that address the following safe and responsible use issues:

1. Access to inappropriate material.
2. Privacy and communication safety standards for self and others
3. Illegal activities, including computer security violations, actions taken to disrupt the performance of a computer system, and the use of the Internet to engage in other criminal acts.
4. Inappropriate language.
5. Plagiarism and copyright infringement.
6. Actions or use that may disrupt or jeopardize the security or effective performance of the district's network or the Internet.
7. Safety and security when using direct electronic communication
8. The district will protect against the unauthorized disclosure, use, or dissemination of personal or confidential information of students in accordance with state, federal and local regulations.
9. The district has developed guidelines for addressing the disclosure of student information, posting student created material, and posting pictures of students on the district web site (see web publishing procedure)

10. Each school year, parents/guardians must sign an agreement to allow their child to access the Internet.
11. The district educates students to respect intellectual property and observe copyright protection related to material that is accessed through or placed on the Internet.
12. The district has developed district web site guidelines to promote the effective educational use of the Internet, protect the privacy rights and other rights of students and staff, placement of material, and present an image that will reflect well on the district, schools, staff, and students.
13. The administrative responsibilities of the district administrative staff related to the district Internet system are as follows:
 - a. The superintendent, or his/her designee, will serve as the coordinator to oversee the district Internet system. The superintendent is authorized to develop regulations and agreements for the use of the district Internet system that are in accord with this plan, and other district policies.
 - b. The building administrator, or his/her designee, will serve as the building- level coordinators for the district Internet system, and be responsible for interpreting this plan and related regulations at the building level.
 - c. The district conducts ongoing evaluation of the issues related to this plan, related regulations, and the strategies implemented by schools under this plan.

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Required Signatures:

Student

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the District LAN/system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I also understand the school guidelines for publishing on the school website. All the rules of conduct described in the District publication entitled Student Handbook apply when I am on the network.

I also understand and agree to abide by both the web safety and district web publishing guidelines as published in the current student code of conduct. I understand that student photos, projects, videos, artwork and other content may be published to the school website.

Student Signature _____ Date ____/____/____

Parent or Guardian

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract. As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Collinsville Independent School District to restrict access to all controversial materials, and I will not hold the District Responsible for materials acquired on the network. I also agree to report any misuse of the information system to the District LAN/system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I also understand the school guidelines for publishing on the school website. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. I also understand and agree that my student will abide by both the web safety and district web publishing guidelines as published in the current student code of conduct. I understand that student photos, projects, videos, artwork and other content may be published to the school website.

Parent or Guardian Name (please print): _____
Signature _____ Date ____/____/____

Collinsville I.S.D. Personnel

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the District LAN/system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I also understand the school guidelines for publishing on the school website. I also understand and agree that my student will abide by both the web safety and district web publishing guidelines as published in the current student code of conduct.

Teacher/ Staff Signature _____ Date ____ / ____ / ____