

DELL CITY INDEPENDENT SCHOOL DISTRICT

ELECTRONIC INFORMATION RESOURCE

ACCEPTABLE USE POLICY

I. Guidelines on the Acceptable Use of Electronic Information

Resources:

Information resources offer access to computers and people throughout the world. Students, staff, substitutes, and library patrons will have access to electronic mail, 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 and/or adult community members. 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, obscene visual depictions, child pornography, and visual depictions harmful to minors.
- ◆ 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's 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
- ◆ using the network to request home phone numbers and, later, making obscene phone calls to the numbers
- ◆ 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 the electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

II. User Contract:

Electronic Information Resource Contract

We are pleased to announce that **Dell City ISD's** electronic information services are now available to students, teachers, staff, substitutes, and library patrons in our district who qualify. The Dell City 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.

It is the policy of **Dell City ISD and/or Grace Grebing Public Library** 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 or 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. 106-554 and 47 USC 254(h)].

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 signature and that of your guardian/parent (if you are under 18) before we can provide you with access.

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

1. 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.

2. Acceptable Use.

The use of electronic devices must be in support of education and research and with the educational goals and objectives of the **Dell City 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.

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

- b. Transmission of any material in violation of any United States or other state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. 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.

3. 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 access will participate in an orientation or training course with a 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 restrict access at any time deemed necessary. The administration, staff, or faculty of **Dell City Independent School District** may request that the system administrator deny, revoke, or suspend specific user accounts.

4. 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:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school 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.
- c. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- f. **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. 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 you know.

5. Service

The **Dell City Independent School District** makes no warranties of any kind, whether expressed or implied, for the service it is providing. **Dell City 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, non-deliveries, 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. **Dell City Independent School District** specifically disclaims any responsibility for the accuracy of information obtained through its services.

6. 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 from external sources without written permission from that person. Any user identified as a security risk will be denied access to the information system.

7. 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.

8. Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed 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.

9. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Dell City ISD and/or Grace Grebing Public Library** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the policy of **Dell City ISD** to not allow these forms of online student communication because the educational value is limited and cannot always be directly related to an educational objective.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called “hacking”, and other unlawful activities; and b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

10. Education, Supervision and Monitoring

It shall be the responsibility of all members of the **Dell City ISD and/or Grace Grebing Public Library** 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 Superintendent or designated representative.

11. Adoption

This Internet Safety Policy was adopted by the Board of **Dell City ISD** at a public meeting, following normal public notice, on April 23, 2009.

PLEASE SIGN AND RETURN THE LAST PAGE ONLY

DELL CITY INDEPENDENT SCHOOL DISTRICT
ELECTRONIC INFORMATION RESOURCE

ACCEPTABLE USE POLICY

SIGNATURE PAGE

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the acceptable use policy provisions may result in disciplinary action, the revoking of my user access, 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 message sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this contract. All the rules of conduct described in the District publication entitled “**Student Handbook**” apply when I am on the network.

User/Student Name (please print): _____

User/Student Signature: _____ **Date:** ___/___/___

PARENT OR GUARDIAN

Student 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 **Dell City 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 message sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues describe in this contract.

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 access for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Signature _____ **Date** ___/___/___