

# Canadian Independent School District

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## Acceptable Use Policy

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### TERMS AND CONDITIONS FOR THE USE OF THE ELECTRONIC NETWORK

With the advent of telecommunications, Canadian Independent School District has an exciting opportunity to enhance and promote educational excellence. With this opportunity comes the responsibility for acceptable and appropriate use of the computers, electronic network, and the Internet.

#### **PARENTAL/STUDENT AGREEMENT**

Please read the following terms and conditions carefully. When you and your parent or guardian signs this document, you are stating you will adhere to the principles and procedures detailed within the document.

Computers, networking, and Internet access are currently available to CISD students and staff. CISD is very pleased to provide these opportunities and believe they offer vast, diverse, unique resources to our school. Online resources will allow classroom projects such as collaboration with other schools, pen pal discussions, scientific data collection, and international cultural exchanges. New retrieval services, encyclopedias, scientific data collection, and educational databases will be available to students and staff. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communications within this community, the nation and worldwide.

#### **PRIVILEGES**

Use of the District's network is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege.

#### **COPYRIGHT LAWS**

Copyright laws and network licensing agreements govern the use of computer software. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software. All federal copyright laws apply to materials from online resources, audio and video CDs, DVDs and VHS Tapes. The use of copyrighted photos or logos is prohibited.

## **ACCEPTABLE USE**

1. Users shall not copy, change or transfer any software or documentation provided by CISD, teachers, or another student without permission from the appropriate administrator.
2. Users shall not place any disk, CD or other memory device into a computer or network that has not been authorized by a teacher, administrator, or technologist. A teacher may authorize students to use CD's, DVD's or Flash Drives to save coursework or projects.
3. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
4. Users shall not deliberately access, create or transmit any obscene or objectionable information, language, or images.
5. Users will have network files with limited capacity for storing instructional materials.

## **VANDALISM**

Any malicious attempt to harm or destroy District equipment or materials, data of another user, the Internet, or other networks is prohibited. Vandalism and abuse will result in the cancellation of user privileges, repayment for expenses incurred due to damage to district owned properties, and the appropriate disciplinary action as determined by the school administrator.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
2. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
3. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
4. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or technologist.
5. Users shall not disassemble or remove any parts of a computer or computer related system, without prior authorization from the district Technology Office.

## **MOBILE DEVICES (Laptops, Handheld, MP3 Players, etc.)**

The demand for mobility in the advanced technologies has become increasingly more important in the delivery of instruction. The students and staff have access to wireless laptops and handheld devices, such as PDA's and graphic calculators.

1. Users are responsible for any mobile devices checkout in their names.
2. Users are responsible for the repair costs or replacement of any damaged or lost mobile device.
3. Users may not download or beam any software product, game or student data to another device without prior appropriate authorization.

4. Personally owned laptops and handheld devices will be allowed to access the district's wireless LAN through a "guest" login to the wireless system. These devices will not have access rights to CISD network servers, folders or district owned printers.
5. Students shall not possess a paging device, while on school property. A paging device is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. (The principal may approve exceptions in unusual circumstances, for example, if the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical organization.)

## **INSTRUCTIONAL USE OF PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or personal electronic devices for instructional purposes while on campus. Students must obtain prior approval for using personal telecommunications or other personal electronic devices for instructional use. Students must have a signed acceptable user agreement on file with CISD before using these devices on campus. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **PUBLICATIONS**

Electronic publications such as newsletters, brochures, webpages and others have become common place in the educational environment.

1. Users are subject to all copyright laws.
2. Photo releases are required when using pictures that are not the original work of the publisher (student or staff), not in the public domain or part of a licensed software package purchased by the district.
3. To publish an individual's picture a consent form is required.
4. Publishing a picture or name of a minor child, under the age of 18, requires a written consent form signed by the custodial parent or legal guardian.

## **SECURITY**

Security is a high priority due to the number of users. Any violation of security will result in cancellation of user privileges. Identified security problems should be reported to a teacher or system administrator immediately and not shared with others.

1. Users shall not attempt to log-on as another user.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's password.
4. Users shall not gain unauthorized access to teacher resources or entities.

# Canadian Independent School District

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## Internet Safety Policy

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**The Internet is increasingly being used as an avenue for the delivery of instruction. Canadian ISD adopts, enforces and regularly reviews the district's Internet Safety Policy which complies with state and federal Internet safety regulations including but not limited to the Child Internet Protection Act ("CIPA"), the Neighborhood Children's Internet Protection Act ("NCIPA") and the Protecting Children in the 21<sup>st</sup> Century Act. Online activities will be monitored by Canadian Independent School District.**

### **INTERNET WARNING**

With access to computers and people all over the world comes the availability of material that may not be considered of educational value. CISD has a filtering system in place to block inappropriate or questionable sites. However, on a global electronic network, it is impossible to guarantee control over all materials. Parents and guardians must be aware that these technological tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. The District firmly believes the valuable information and interaction available on networks far outweigh the disadvantages of the possibility users may locate inaccurate or objectionable material not consistent with the educational goals of the Canadian Independent School District.

### **EDUCATION**

All Canadian ISD students will receive instruction in Internet Safety, which includes appropriate online behavior, "interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response."

### **STUDENT PRIVACY**

The district will not permit unauthorized disclosure, use and dissemination of personal identification information regarding minors or school personnel. This includes the name and picture of individuals. Users should be aware that this applies to websites, email group lists and publications.

### **WEB 2.0 TOOLS**

Web 2.0 tools are web-based applications that include collaboration tools (ex. blogs, wikis, email), information sharing Internet based sites (ex. Digital Drop Box, Edmodo), creative centers and applications (ex. Wordle, Museum Box, Kerpoof). These tools allow the student to not only retrieve information but also create, collaborate with other students, and share what they have produced. In recent years cloud computing and Web 2.0 tools have begun to replace traditional educational software. Many students work within online classrooms where they often use Web 2.0 tools. These educational website sometimes require the creation of user accounts.

According to federal law, under The Children's Online Privacy Protection Act (COPPA) a student under the age of 13 must have parental consent before using a Web 2.0 tool, therefore it is necessary for any CISD student under the age of 13 to have signed parental consent on file at the school before using a Web 2.0 tool. Canadian ISD makes every effort to supervise students using Web 2.0 tools as well as protect and respect the privacy of our young people.

1. Users may not participate in the use of chat rooms or other forms of direct electronic communications (e.g., Instant Message services, MSN messenger) except when supervised by school personnel for an approved specific educational objective.
2. Only teacher controlled and filtered blogs and podcasts will be available for student use and participation.

### **FILTER**

In accordance with the Children's Internet Protection Act the District will monitor and filter all Internet access by using an appropriate filtering and blocking technology:

1. All district computers, with access to the Internet, will be filtered.
2. All users will be restricted from access to inappropriate materials. The district's filter system supports blocking or filtering access to visual depictions if they are deemed: (1) obscene, (2) pornographic, or (3) harmful to minors.
3. The district cannot disable the filters when minors are using the Internet even with parental or teacher permission and supervision.
4. The district network will filter all social networking sites. Examples of these include but are not limited to MySpace, Facebook, dating sites or any other similar sites.

### **MONITORED USE**

Use of telecommunications must be in support of education and research consistent with the educational goals, objectives and policies of the Canadian Independent School District. All users should keep in mind that when they use the Internet, they are entering a global community and any action taken by them will reflect upon CISD.

3. Users shall not use CISD computers or networks for personal gain. Student users may not use district owned hardware and network for purchasing over the Internet.
4. Users shall not use a computer or district internet access for unlawful purposes.
5. Users shall not use the Internet or district owned network to participate in unlawful activities including acts which foster unauthorized access, including so-called "hacking."
6. Users will abide by all federal copyright laws applying to materials located or transferred on the Internet.
7. Users may be asked to print out the history of sites that have been accessed during any specific Internet session to verify the educational relevance of the sites.
8. Users shall not download Internet games on district owned computers, including laptops, or into network folders, except when approved for a specific educational objective.
10. The district has the right to delete any information saved to district network folders. Inappropriate files will result in the denial of network

privileges. The district will assume files found in a user's network folder have been placed in the folder by the user whose name appears on the folder. All files in student folders will be deleted at the end of each year.

## **ELECTRONIC MAIL**

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.

1. The district will provide email services for all staff members and those students who require email for educational purposes. The filter will block all unapproved email services.
2. Student email accounts will be filtered for inappropriate content, language and materials deemed harmful to minors or unlawful.
3. All email services, except those specifically approved by the district will be blocked. (e.g. Hotmail, Yahoo)
4. Users shall not transmit emails or attachments of an inappropriate or threatening nature, including inappropriate language, obscenities or pornography.
5. Users should be aware that sending photographs through the Internet to multiple recipients on a group list constitutes publishing those pictures and will require authorization.

## **NETIQUETTE ON THE INTERNET**

All users of the Canadian ISD computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include (but are not limited to) the following:

1. Messages should be positive in nature. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate information.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Include your name, position, affiliation, and Internet address on e-mail messages.

## **WORLD WIDE WEB PUBLISHING**

An integral part of the educational experiences gained from use of the electronic network is the creation of a site to which information can be published for access by the worldwide Internet community.

1. Pictures will not be posted on web sites that allow the person to be identified individually by name, unless written authorization is provided to the district. Consent forms must be on file before pictures are posted.
2. Student's work will be published only under the direction of the supervising teacher.

# DISTANCE LEARNING

CISD is proud to offer students the opportunity to experience live video conferencing with other schools and agencies.

1. Video Conferencing is two-way interactive television.
2. Both visual and auditory images of our students will be broadcast in distance learning projects.
3. During a video conference participant images are transmitted over the Internet via a closed circuit. Parental permission is required for students to attend a video conference.

## CONSEQUENCES OF VIOLATION

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users and are intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computer to access telecommunication resources is a privilege and not a right. Violation of the policies and procedures of Canadian Public School concerning the use of computers and networks will result in the following disciplinary actions, which are similar to other Code of Conduct violations.

**1<sup>st</sup> Offense** A student, who violates the Acceptable Use/Internet Safety policies standards of conduct, will lose computer privileges/Internet access for 30 school days. Further loss of privileges and/or disciplinary action will be determined by the campus administrator.

**2<sup>nd</sup> Offense** Pattern of abuse or flagrant violations: Any student who, after the 1<sup>st</sup> Offense, continues to engage in serious or persistent misbehavior by violating the Acceptable Use/Internet Safety policy standards of conduct will lose computer privileges/Internet access for 60 school days. Further loss of privileges and/or disciplinary action will be determined by the campus administrator.

**3<sup>rd</sup> Offense** Continual patterns of abuse or flagrant violations: Any student who, after the 1<sup>st</sup> and 2<sup>nd</sup> Offenses, blatantly continues to engage in serious or persistent misbehavior by violating the Acceptable Use/Internet Safety policy standards of conduct will lose computer privileges/Internet access for 90 school days. Further loss of privileges and/or disciplinary action will be determined by the campus administrator.

Disciplinary actions will be taken when a student engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Disciplinary actions will be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used CISD Internet access to violate the law or to compromise another computer network.

# PARENTAL/STUDENT AGREEMENT FORM

Student's Name (Printed): \_\_\_\_\_

This form will be retained on file by Canadian ISD during the duration of applicable computer/network/internet use.

## USE OF THE CISD ELECTRONIC NETWORK AND INTERNET ACCESS

I have read the Terms and Conditions for the **Use of the Electronic Network document and Internet Access Guidelines**, understand it, and agree to adhere to the principles and procedures detained within. I understand that a network user is expected to use good judgment and follow the rules in making electronic contact with others. I further understand that any individual who violates any provision of the Terms of Conditions for the Use of the Electronic Network document will lose all network privileges on the Canadian Independent School District network.

### Web 2.0 Tools

- \_\_\_\_\_ My child may use Web 2.0 tools when completing assignments for required classwork.  
\_\_\_\_\_ I prefer that my child does not use Web 2.0 tools for completing classwork.

### DISTANCE LEARNING

I have read and understand the policy regarding Distance Learning which will include video conference meetings, field trips or webinars. The identified student:

- \_\_\_\_\_ has permission to participate in CISD approved distance learning opportunities.  
\_\_\_\_\_ does not have permission to participate in CIDS approved distance learning opportunities.

### WORLD WIDE WEB PUBLISHING

I have read and understand the policy regarding Internet Safety and web publishing.

- \_\_\_\_\_ Canadian ISD has permission to post the identified student's name and picture to the district/campus website.  
\_\_\_\_\_ Canadian ISD has permission to post to the Canadian ISD website candid pictures, which include this student in the photograph, as long as he/she is not identified by name. (example: a group shot of all the students on a particular campus)  
\_\_\_\_\_ Canadian ISD has permission to list this student's name on the Canadian ISD website, as long as he/she is not identified by photo. (example: list of students participating in an event, honor roll, etc)  
\_\_\_\_\_ I do not want this student to be identified by name or picture on the Canadian ISD website.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**