ACCEPTABLE USE POLICY **CHILLICOTHE**

INDEPENDENT SCHOOL DISTRICT

ELECTRONIC COMMUNICATION

DATA MANAGEMENT

1.   AVAILABILITY OF ACCESS

The Superintendent or designee shall implement, monitor and evaluate electronic media resources for instructional and administrative purposes.

Access to Chillicothe ISD's electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Access to the Chillicothe ISD's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with CISD's policies. (See DH, FNC, FNCJ, FO, and the Student Code of Conduct.) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

In accordance with the Children's Internet Protection Act, (CIPA) Chillicothe Independent School District educates staff and students regarding appropriate online behavior, including interacting with other individuals on social networking sites (including chat rooms). Chillicothe ISD also educates staff and students on cyber bulling, awareness to insure internet safety, web 2.0 resources, and has filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information.   While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It is each student's responsibility to read district policy, regulations and agreement forms and ask questions if you need help in understanding the guidelines for appropriate and acceptable use.

Chillicothe ISD users are permitted to use the district's resources for legitimate educational purposes. Personal use of district resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board Policy, or by school rules or regulations.

2.   MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated CISD staff to ensure usage is for educational or administrative purposes.

3.   DISCLAIMER OF LIABILITY

Chillicothe ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. CISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The Superintendent or designee will oversee the CISD electronic communications system. The CISD system will be used only for administrative and educational purposes consistent with CISD's mission and goals. Commercial use of CISD's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the CISD system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without permission form the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

4.   SYSTEM ACCESS

Access to the Chillicothe ISD electronic communications system will be governed as follows:

A. With the approval of the immediate supervisor, District employees will be granted access to the CISD system.

B.   A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.

C. Students completing required course work on the system would have first priority for use of the District equipment after school hours with teacher supervision.

D. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the Chillicothe ISD system.

5.   CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communications system, the principal or district technology facilitator will:

A. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the Chillicothe ISD system at the campus level.

B.   Ensure that all users of the CISD system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.

C.   Ensure that employees supervising students who use the CISD system provide training emphasizing the appropriate use of this resource.

D.   Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

E.   Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed inappropriate.

F.   Set limits for disk utilization on the system, as needed.

6.   INDIVIDUAL USER RESPONSIBILITIES/ACCEPTABLE USE

The following standards will apply to all users of the District's electronic information/communications systems:

A. The individual in whose name a system account is issued will be responsible at all times for its proper use.

B.   The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.

C.   System users may only open, view, modify, and delete their own computer files.

D. System users may not use another person's system account without written permission from the compass administrator or District coordinator, as appropriate.

E. System users must purge electronic mail in accordance with established with established retention guidelines.

F.   System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.

G.   System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercial redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

H.   System users must at all times use the district's electronic communications system including email, wireless network access, and Web 2.0 tools/resources to communicate.

I.   System users must immediately minimize the program and report threatening messages or discomforting internet files/sites/emails to a teacher to Technology Coordinator.

J.   System users are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology permits them freedom to do otherwise. The district may suspend or revoke your access if you violate the rules.

7.   INAPPROPRIATE USES
A. Disabling or attempting to disable or breach any system monitoring, or filtering, or security measure.

B. Utilizing proxy gateways, or similar technologies, to bypass CISD's monitoring or filtering.

C. Sharing usernames and passwords.

D. Utilizing the districts network and/or equipment to cheat on assignments or tests.

E. Changing hardware or software configurations.

F. Electronically posting personal information about one's self or others (i.e. addresses, phone numbers, and pictures.

G. Intentionally introducing a virus or other malicious program on the district's system.

I. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another's reputation.

J. Attempting to gain unauthorized access to restricted information or resources.

K. Utilizing social network tools for personal use.

L. Using the District's electronic communication system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.

8. VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data or another user of the Chillicothe ISD system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

9. FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to sent/receive electronic mail is prohibited. Failure to comply will result in cancellation of system use privileges.

10. INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the Chillicothe 1SD system should be aware that use of the system may provide access to the electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited material into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policies.

11. NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

A. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

B.Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.

C. Pretending to be someone else when sending/receiving messages is considered inappropriate.

D. Transmitting obscene messages or pictures is prohibited.

E. Revealing personal addresses or phone numbers of the user or others is prohibited. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

12. TERMINATION/REVOCATION OF SYSTEM USER ACCOUNT

'Ile District may suspend or revoke a system user's access to the CISD system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

13 DISCLAIMER

The Chillicothe ISD system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will he uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system arc those of the providers and not the District.
The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

14. FILTERING

CISD's Internet content is filtered through a service provided by the Region 9 Service Center. CISD has also purchased its own Internet firewall and can filter content as needed in house.

STUDENT AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATION SYSTEM AND ACCEPTABLE USE POLICY

Both Parent/Guardian and Student must sign this form.

My child and I have been offered the option to receive a paper copy of or to electronically access at www.cisd-tx.net, under the section District Information and Required Postings, the Chillicothe ISD Acceptable Use Policy for 2019-2020.

I have chosen to

    ☐   Receive a paper copy of the Acceptable Use Policy.

    ☐   Accept responsibility for accessing the Acceptable Use Policy by using the Web address listed above.

I understand that the Acceptable Use Policy contains information that my child and I may need during the school year and that all students will be held accountable for their actions and will be subject to the disciplinary consequences outlined in the Acceptable Use Policy. If I have any questions regarding the Acceptable Use Policy, I should direct those questions to the principal at 940-852-5391 ext 223 for high school and ext. 301 for elementary.

Student

I understand that my computer use is not private and that the district will monitor my activity on the computer system. I have read and understand the Acceptable Use Policy and agree to abide by the provisions in this policy. I understand violation of these provisions may result in suspension or revocation of system access and in case of vandalism, monetary restitution.

Print Name: _____ Grade: _____

Signature: _____ Date: _____

Parent/Guardian

I have read the Chillicothe ISD Acceptable Use Policy and administrative regulations.

_____ I give my permission for my child to participate in the Chillicothe ISD electronic communications system.

_____ I do not give my permission for my child to participate in the Chillicothe ISD electronic communications system.

Print Name:_____

Signature:_____ Date: _____