

## **Olfen Independent School District**

### **Electronic Communications & Data Management Acceptable Use/Internet Safety Policy**

Olfen Independent School District is committed to providing our students with the best education possible and preparing them to compete in the world market. One resource that promises to play a major role in this goal is the development of technology in the classroom. Olfen ISD has implemented networked computer systems in order to provide our students and staff with access to a world of information, including institutional and government resources, electronic mail, real-time communication, and the internet.

#### **CIPA Compliance**

Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the District's stated purposes for operating an Internet-accessible network, the District has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the District's network. Although a conscious effort will be made by professionals to prevent access to materials that are inappropriate for the educational setting, no safeguard is foolproof. *The user is ultimately responsible for not seeking or initiating access to inappropriate material.* Olfen ISD will also educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness. If a student has been a victim of cyberbullying it needs to be reported to the administration office immediately.

The following guidelines and expectations apply to all persons using the technology resources of Olfen ISD. The district provides access to available technology to its employees and students, collectively known as users. The use of these resources is a privilege. Violations of these guidelines or any other inappropriate use will result in loss of technology privileges and/or disciplinary action.

#### **Acceptable Use Policy Terms and Conditions**

**Inappropriate Material** – Users are prohibited from accessing or transmitting any inappropriate, obscene, threatening, or copyrighted material.

**Your Account** – Each user will be supplied with an account at Olfen ISD. Users are responsible for the use of their computer account and the activities performed under this account. This means that if you give someone your password, YOU are responsible for anything that happens as a result.

**Chat Rooms/Blogs/Instant Messaging** – Users are prohibited from participating in any chat rooms, newsgroups, web logs (Blogs), instant messaging services, or social networking sites.

This includes, but is not limited to MySpace, Facebook, instant messenger applications, and other similar sites.

**Games** – Users are prohibited from playing non-educational games

**Privacy** - Users must respect the privacy of others. Users shall not obtain copies of or modify files, passwords, or data that belongs to anyone else. No one should represent himself/herself as someone else by using another's account. No one should forward personal material without prior consent. All use of the Olfen ISD network and Internet services may be monitored by network administrators at any time to ensure proper use and maintain system integrity.

**Networked Devices** – Users are prohibited from connecting any device to our network that has been utilized on any network outside of Olfen ISD (this includes any wireless internet connection). Example devices are laptops, PCs, phones, PDAs, and digital music players.

**Software Licensing** - All users must respect the legal protection provided by copyright laws to programs, books, articles, and data. Installation and/or use of unlicensed software will not be permitted under any circumstance.

**Hacking** - Attempting unauthorized access to any computer whether within the district's network or outside it is prohibited.

**Forgery and Plagiarism**– Forgery or attempted forgery of electronic mail messages and data is prohibited. Attempts to read, delete, copy, or modify the electronic mail or data of other system users is prohibited. Interference with the ability of other system users or use of another person's user ID and/or password is prohibited. Plagiarism and cheating using technology is also prohibited.

**Services** – Olfen ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. Olfen ISD will not be responsible for damages suffered while on this system. Olfen ISD specifically denies any responsibility for the accuracy of information obtained through its electronic services.

**Security** – If users identify a security problem, it is their responsibility to notify the personnel in the Technology Office at once. Users should not demonstrate the problem to others. Any user identified as a security risk will be denied access to the information system.

**Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. Deliberate attempts to degrade or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Such prohibited includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

**Equipment Checkout** – Technology equipment, such as laptops, that are checked out by individuals are the sole responsibility of that individual and are bound by all district policies. Any hardware and/or software damage that occurs while in the possession of the individual due to neglect or misuse will be repaired and/or replaced at the individual's expense. No software or hardware modifications/installations by the individual will be allowed unless permission is first obtained from the Olfen ISD Technology Office.

**Disclaimer of Liability** – Olfen ISD shall not be liable for users' inappropriate use of technology, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. Olfen ISD filters Internet traffic; however, accuracy, appropriateness, or usability of information found cannot be insured.

**Personal Responsibility** - As a representative of this school, administrators, faculty, and students will accept personal responsibility for reporting any misuse of the network to a technology staff member.

**Personal Use** – The district realizes that from time to time the user may make incidental personal use of the Olfen ISD system technology resources. Such use may not consume more than a trivial amount of technology resources and cannot interfere with employee productivity or student education.

**Disciplinary Action** – Misuse of technology may result in disciplinary action. The level of offense will be based on the severity of the offense as determined by the principal, technology director, and/or other administrator of the district. The disciplinary action will follow the level of offense disciplinary guidelines listed in the student handbook.

Just as everyone in the school system is expected to use physical resources at Olfen ISD responsibly, we are also expected to help protect technology resources at Olfen. Protecting the networks is not the sole responsibility of Olfen ISD system administrators any more than taking care of books is totally the responsibility of librarians. In order to receive a computer account and Internet access, please read and sign the attached agreement and return it to the appropriate campus office.

## Technology Acceptable Use Policy/Internet Agreement

### USER (STUDENT)

I understand and will abide by the above Olfen ISD Acceptable Use Policy for network use. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal actions may be taken.

Student Printed Name: \_\_\_\_\_

Student Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Olfen ISD Acceptable Use Policy for network access. I understand that this access is designed for educational purposes. I also recognize that it is impossible to restrict access to all controversial materials and will not hold Olfen ISD, its employees, or any institutions affiliated with them responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in the school setting. I understand this access enables my son/daughter powerful opportunities and responsibilities.

Parent or Guardian Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

As a student at Olfen ISD, there will be occasions when your child will have the opportunity to be recognized on the district's web pages. I give my permission to publish my child's picture (without a last name) on the district's web pages. I also give permission to publish my child's first and last name (without a picture) on the district's web pages.

Parent or Guardian Signature (optional): \_\_\_\_\_

Date: \_\_\_\_\_

If parents or guardians are interested in further information, please call your campus administration office.