

INTERNET SAFETY AND COMPUTER ACCEPTABLE USE POLICY

Internet access is available to students and district staff members in the DeKalb Independent School District (herein referred to as DISD) as required by state law Chapter 74. We are very pleased to bring this access to DISD and believe the Internet offers vast, diverse, and unique resources to both students and staff members. Our goal in providing this service to our students and staff members is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through the DISD network are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines for the use of the network, as described below, may result in the revocation of access privileges.

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither DISD nor any District staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. DISD does not condone and will not tolerate the known use of such materials. It is believed that the valuable information and interaction available on these networks far outweigh the possibility that users may locate material that is not consistent with the educational goals of DISD.

The guidelines and rules as established by the *Acceptable Use Policy* may be altered by action of the DISD Technology Committee at any of its meetings, or be consensus of the school faculty at a regular meeting called for that purpose, contingent upon approval of the DISD School Board. Notification of approved changes will be sent to all approved users at the time said changes are made.

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and disciplinary action. The administrative team for each campus concerned will deem what is inappropriate use and will determine what actions may be taken as established in the *Student Handbook / Student Code of Conduct*. The system administrators may close an account at any time as required. The administration, faculty, and staff of DISD may request that specific user accounts be denied, revoked or suspended. This access is designed for educational purposes. Use of computer resources at DISD may be monitored at any time and e-mail may be read to assure adherence to the rules set forth in this document. It is impossible for the DeKalb Independent School District to restrict access to all controversial materials and will not be responsible for controversial materials acquired on the network.

CHILDREN'S ONLINE PRIVACY PROTECTION

Students have the right not to give out personal information to commercial website operators as provided by The Children's Online Privacy Protection Act (COPPA), enforced by the Federal Trade Commission. Commercial website operators must get parental consent before collecting any personal information from children under the age of 13. DeKalb ISD teachers are allowed to act on behalf of a parent and allow a student to give out personal information under COPPA.

INTERNET SAFETY POLICY

Under the Children's Internet Protection Act (CIPA, 2000), DeKalb ISD is required to inform parents and students of the use of filtering technologies to block students' access to inappropriate web sites. DeKalb ISD's Internet service is currently provided through NTxRETN, a consortium of Region VIII school districts that is operated and maintained by Region VIII Educational Service Center personnel. NTxRETN currently provides **8e6 Technologies Internet filtering software** in order to filter or block Internet access to undesirable sites and material on the school network. DeKalb ISD will continue to employ sufficient Internet Filtering software to restrict access by minors to obscene material on the Internet either as part of a bundled services agreement from the Internet Service Provider (ISP) or as a separate service or on-site appliance as long as Internet Access is available to minors. DeKalb ISD faculty will monitor student use of the Internet at all times to provide additional restrictions of access to obscene materials. DeKalb ISD will maintain technology protection measures to be in compliance with CIPA. DeKalb ISD will monitor student use of the Internet to:

1. prohibit access by minors to inappropriate material on the Internet and the World Wide Web,
2. insure the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
3. prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors,
4. prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors, and
5. utilize measures designed to restrict minors' access to materials harmful to minors.

De Kalb ISD uses the curriculum from netsmartz.org to inform students, parents, educators and the community about online safety.

COMPUTERS AND NETWORKS

1. Users shall not use the Internet to threaten students, employees, or cause disruption to the educational program.
2. Users shall not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
3. Users shall not engage in verbal or written exchanges, use e-mail or Web sites at school to promote or encourage illegal behavior, or threaten another student, employee, or school safety.
4. Users shall not possess published or electronic material that is designed to promote or encourage illegal behavior, or threatens another student, employee, or school safety.
5. Users shall not erase, rename or make unusable anyone else's computer files, programs, or disks.
6. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members).
7. Users shall not try to discover another user's password.
8. Users shall not use DISD computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
9. Users shall not use a computer for unlawful purposes, such as illegal copying or installation of software.

10. Users shall not copy, change, or transfer any software or documentation provided by DISD teachers, or another student without permission of the district Technology Director.
11. 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. Such software is often called a bug, virus, worm, Trojan Horse or similar name.
12. Users shall not deliberately access or create any obscene objectionable information, language, or images.
13. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
14. Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher of technology or Technology Director.
15. Users shall not take home technology equipment (hardware or software) without written permission of the supervisor.
16. Users shall not attempt to gain unauthorized access to this system or remote systems.
17. Users shall not attempt to decrypt system or user passwords.

NETIQUETTE ON THE INTERNET

All users of the DeKalb Public Schools computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These informal rules of behavior evolved for the use of and communication on the Internet and other online services. Breaches can result in "flaming" - harsh criticism by others on the Net - or restricted access to some resources on the Internet. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not give out your name, address, school or any other identifiable information over the Internet without explicit permission from your parent or guardian.
4. Do not reveal the personal address or phone numbers of other students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. All communications and information accessible via the network should be assumed to be private property.
7. Do not place unlawful information on any network system.
8. Keep paragraphs and messages short and to the point. Focus on one subject per message.
9. Abbreviate when possible. Some examples are: IMHO (in my humble opinion); FYI (for your information;)
10. All e-mail is used for educational purposes only!
11. Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word also can be used to make a stronger point.

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 the users. They are also intended to minimize the burden of administrating the networks, so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege. Violation of the policies and procedures of DISD concerning the use of computers and networks will result in disciplinary actions similar to other Code of Conduct violations.

- LEVEL 1.** Warning: Students will lose computer privileges and/or Internet access for a length of time determined by the administrator. A parent conference must be held prior to reinstatement of the suspended privilege(s).
- LEVEL 2.** Pattern of abuse or flagrant violations: Any student who, after Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from class and/or recommended for suspension.
- LEVEL 3.** Expellable offense: Students could be expelled from school if he or she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, OR instances when students have used DISD Internet access to violate the law, OR to compromise this or another computer network.

INTERNET AND COMPUTER ACCESS

Student Access Accounts – Each DISD student is granted Internet and computer access UNLESS REJECTED by the parent(s) or guardian(s), or if the student has had Internet and computer network access previously terminated at DISD. The parent(s) or guardian(s) authorizes their child to have Internet and computer network access by signing the **Dekalb ISD Campus Student Handbook And DISD Code Of Conduct Parental Responsibility And Signature Form** found at the front of this handbook.

Parent Account Rejection – If you DO NOT wish your child to have Internet or computer access, you must COMPLETE and RETURN the **Internet and Computer Access Rejection Form** on the following page. DeKalb ISD and its employees will not be responsible if your child uses the Internet or computers in violation of your rejection while at school.

Termination of account - Access to and use of, the DISD system may be terminated by the user sending written notice to the Technology Director. User access that has been inactive for more than ninety (90) days may be removed along with that user's files without notice given to the user. Access may also be terminated as set forth in the rules established by the *Acceptable Use Policy* in the Student Handbook / Code of Conduct.

**INTERNET AND COMPUTER ACCESS
REJECTION FORM**

IMPORTANT: ONLY COMPLETE AND RETURN THIS FORM IF YOU DO NOT WANT YOUR CHILD TO HAVE INTERNET AND COMPUTER ACCESS.

Student's Full Name (please print)_____

Home Address:_____

Home Phone:_____Campus/Location_____

I understand my right to use the Internet and computers at DeKalb Independent School District is being rejected by my parent(s) or guardian(s). It is my responsibility to inform my teacher(s) that this right has been rejected. I understand that if I use the Internet or computers at DISD without parental or guardian permission, I will be expected to adhere to the conditions set forth in the Acceptable Use Policy. Should I commit any violation, school disciplinary action may be taken, and or legal action may be taken. I release and hold harmless DeKalb ISD from any responsibility if I use the Internet or computers without parental or guardian permission.

Student Signature:_____Date_____

PARENT OR GUARDIAN: As the parent or guardian of the person above, I hereby **REJECT** their right to use the Internet or computers at school. I have read the *Acceptable Use Policy* for Internet access. I understand that this access is designed for educational purposes and is required by state law Chapter 74. I also recognize that it is impossible for the DeKalb Independent School District to restrict access to all controversial materials and I will not hold them responsible for controversial materials acquired on the network. I release and hold harmless DeKalb ISD from any responsibility if my child uses the Internet or computers at school.

Parent or Guardian (please print)_____

Signature_____Date_____