

POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS

Clarksville ISD complies with CIPA and COPPA guidelines.

The Superintendent or designee will oversee the District's electronic communications system.

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

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright *except under Fairuse guidelines*. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy.

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District's system.
2. Students in grades K-5 will be granted access to the District's system by their teachers, as appropriate. Students in grades 6-12 may be assigned individual accounts.
3. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
4. The district will require that all passwords be changed every quarter.

5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be restricted to the use of the District's system.

TECHNOLOGY COORDINATOR RESPONSIBILITIES

The Technology Coordinator for the District's electronic communication system
Will

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system:
2. Ensure that all users of the District's 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 or supervisor's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource and Internet safety.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
7. Set limits for data storage within the District's system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

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

ON-LINE CONDUCT

1. The sole purpose of the districts technology, Internet, and e-mail is for educational purposes only.
2. The system may not be used for illegal purposes, in support of illegal activities, for financial gain, any commercial or political activity or for any other activity prohibited by District policy or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.

4. Students may not distribute or disclose any personal information about themselves or others by means of the electronic communication system unless prior approval is granted by monitoring teacher.
5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except 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, fair use guidelines, District policy, and administrative regulations.
7. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
11. System users may not waste District resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's 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 are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequence as allowed by district policy and state & federal law.

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, deliberate interference with the ability of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION

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

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or modification of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS

Participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees for educational purposes only.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic, or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

6. Student disclosure of personal data is prohibited unless permission is obtained from the teacher.

SUSPENSION OF SYSTEM USER ACCOUNT

Suspension of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of suspension of system privileges, or on a future date if so specified. Disciplinary action will follow district policy according to offence.

DISCLAIMER

The District's system is provided as 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 be 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 are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or related to misuse of the District's electronic communications system.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the suspension according to district policy to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of 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 will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will have access only through the teacher's or generic account in grades K-5 and in grades 6-12 you may be assigned an individual account. You are responsible for not sharing the password for that account with others.
- The account is to be used for identified educational purposes only.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Use of the system for any purpose other than educational use.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers.)
- Downloading or using copyrighted information without permission from the copyright holder.
 - Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to other's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.

- Gaining unauthorized access to restricted information or resources.
- Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

CONSEQUENCES FOR INAPPROPRIATE USE

May include suspension of access to the system; revocation of the computer system account; or other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Any student who sends or receives nude, semi-nude or sexually suggestive photos, can be charged under the Texas Penal Code with

- Felony transmission of the photos
- Felony obscenity
- Felony child pornography

If convicted, one could face required registration as a sex offender.

The student agreement must be renewed each academic year.

STUDENT AGREEMENT FOR ACCEPTABLE USE

Name _____

Grade _____

School/Campus _____

I understand that my computer use is not private and that the District may monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension of system access.

Student's signature

_____ Date _____

PARENT OR GUARDIAN

_____ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

_____ I do not give permission for my child to participate in the District's electronic communications system. **I release the District from providing state mandated curriculum, and course requirements necessary for graduation available through the Internet. I acknowledge this may interfere with my child's ability to graduate from *******

I have read the District's electronic communications system policy and administrative regulations. In consideration for my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations as long as the district is following CIPA and COPPA guidelines.

Signature of parent or guardian _____

Home address _____

Date _____ Home phone number _____

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you 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 will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- The account is to be used only for educational purposes
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for an illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
 - Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES OF INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District may monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and inconsideration for having access to the public networks, I hereby release the District, its operators, and any institutions which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature_____

HomeAddress_____

Date_____ Home phone number_____

AGREEMENT FOR ACCEPTABLE USE OF THE

ELECTRONIC COMMUNICATIONS SYSTEM BY A NON-SCHOOL USER

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material that you 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 will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
 - Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

Suspension of access to the system; revocation of the computer system account; or other legal action, in accordance with applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of or inability to use, the system, including without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature _____

Home address _____

Date _____ Home phone number _____

RELEASE FORM FOR DISPLAY OF ORIGINAL WORK

I, _____, give my permission for my work to be publicly displayed and produced by the District. The work to be displayed is:

Employee's signature _____

Home
address _____

Date _____ Home phone
number _____

**RELEASE FORM FOR THE PUBLIC DISPLAY OF
PERSONAL INFORMATION**

I, _____, give my permission for certain personally identifiable information about my child (first name only or first name and last initial if two students with the same first name exist) or a photograph of my child to be electronically displayed and produced by the District. The information or photo to be displayed is:

Signature of student's parent or guardian _____

Home address _____

Date _____ Home phone number _____

RELEASE FOR ELECTRONICALLY DISPLAYED STUDENT PHOTOS/WORK

The Clarksville Independent School District publishes a variety of teacher and student projects on District-controlled web-sites on the Internet or may display your child's work outside the classroom such as in the hall. Should your child's work be chosen for publication, you have three options concerning publication of your student's work.

Please choose from the following options regarding student photos:

_____ I give permission forth District to publish my child's photo on the district's web page or to display the photo in the hall. The photo will not have a name attached to it and will not be a front facing picture. The pictures will be side or angle shots.

_____ I do not give permission for my child's photo to be placed on the district web page or to be in any public display.

Please choose from the following options regarding student work:

_____ I give permission forth District to publish or display my child's work accompanied by his/her first name and last initial, in the event of two children in the same class with the same first name. I do not wish to be contacted for each piece of work.

_____ I reserve the right to review each piece of work before publication and wish to be contacted before publication of each piece of work.

_____ I do not give permission for my child's work to be published on the Internet or any public display (hallway) at any time.

Student's Signature _____

Teacher's Signature _____

Parent's or Guardian's Signature _____

Date _____