

Woodville Independent School District Acceptable Use Policy for Technology Terms and Conditions

This policy applies to all employees, students, and users of Woodville Independent School District

General Information

The Woodville Independent School District (The District) provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administrators are employees of the Woodville Independent School District and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules. **This policy must be read and signed annually.**

Information Content and Uses of the System

The user agrees not to publish on or over the system any information that violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members of the system to conduct any business or solicit the performance of any activity that is prohibited by law.

Because The District provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that The District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will provide student access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas, but potential dangers remain. Students and their

parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or other wise illegal material. The District and the system administrators do not condone the use of such materials and do not knowingly permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and monitor any future home usage of The District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of The District and such activities may result in termination of such student's accounts on the network.

Online Conduct

Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with The District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material: nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Before any student work or likeness may be displayed in electronic format the sponsoring teacher will have a release form signed by the student's or students' parent or guardian for each instance. If there is more than one student in a photograph, each person in the photograph must have a release signed appropriately. Users and their parents/guardians specifically agree to indemnify the Woodville Independent School District and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by The District relating to, or arising out of any breach of this section (Online Conduct) by the user. Network resources are to be used by the user for his/her academic/professional use only; commercial uses are strictly prohibited.

Software Libraries

Software is provided to students as a curricular resource. **No user may install, upload, or download software without the expressed consent of the system administrator.** Any software having the purpose of damaging other members' accounts or The District network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with The District's discipline code of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material shall not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may download copyrighted material for their own use in accordance with Fair Use and current Federal Copyright Laws. Any user may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author. The purchase of the software does not necessarily mean that the purchaser owns the software. In most instances, the purchaser is merely purchasing a license and must abide by that license.

Public Posting Areas

(Message Boards/UseNet Groups)

UseNet messages are posted from systems connected to the Internet around the world and The District's system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school district and will carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups.

Real-time, Interactive Communication Areas, Streaming Audio/Video

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misused real-time conference features (talk/chat/Internet relay). **The use of instant messaging services such as AOL Instant Messenger (TM) Yahoo! Messenger (TM) and ICQ is highly discouraged due network vulnerability and the traffic load they place on the network.** Live streaming audio/video across network lines uses up tremendous bandwidth resources. When ever possible steps should be taken to download curriculum related audio/video files during off-peak hours to reduce network loading. Streaming audio/video files across network lines for recreational purposes is prohibited.

Electronic Mail

The District will provide electronic mail (e-mail) accounts through Education Service Center 5 (ESC 5) to the professional and administrative staff. Paraprofessional staff will be provided email accounts if needed to perform their duties. Email accounts are to be

used mainly for educational purposes, but some personal use is permitted provided there is no tangible cost to the district. Email such as “chain letters” and junk mail (spam) are to be avoided as they flood the server with unnecessary traffic. Student email accounts will not be provided by the District or ESC5 . Students with Web-Based email accounts may use them in conjunction with specific course work. **Recreational use of student email is strictly prohibited.** Professional and Paraprofessionals are encouraged to set up free email accounts with one of the free Web-based service providers (MSN Hotmail, Yahoo!, etc). Electronic Mail is a private electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. A canceled District account will not retain its mail. Any employee leaving the district will have their account deleted at the beginning of the next school year. Members are expected to remove such messages in a timely fashion and the system administrators will not intentionally inspect the contents of mail sent by one member to an identified addressee, or disclose such contents to other than the sender or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of the Woodville Independent School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Woodville Independent School District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on The District’s network.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he can identify a security problem on the system, the member must notify a system administrator, the member should not demonstrate the problem to any others. All users in grades sixth through twelve and all staff and faculty shall have individual user accounts. Those students in grades Pre-K through five shall use their teacher’s account and only under direct supervision of the teacher. Members shall not let others use their personal account and password. Passwords to the system should not be easily guess-able by others, nor should they be words which could be found in a dictionary. Attempts to log in to the system using either another member’s account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his account terminated and be subject to other disciplinary action.

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with The District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing and Painting

Game playing is permitted on The District's system only when terminals are not needed for other purposes and the game conforms to the curricular goals of The District. Game playing over dial-up links or other inter-machine communication is prohibited. Although drawing and painting have legitimate academic use, those activities are prohibited when done for recreational purposes.

Printing

The printing facilities of The District's network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Woodville Independent School District's Acceptable Use Policy for Technology was approved by the Woodville Independent School District Board of Trustees on January 21, 2003

Woodville Independent School District

Internet Acceptable Use Policy Addendum

The Woodville Independent School District, in accordance with the Children's Internet Protection Act:

1. has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are-

- a. Obscene, as that term is defined in section 1460 of title 18, United States Code;
- b. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
- c. Harmful to minors.

2. is enforcing the operation of such technology protection measure during any use of such computers by minors.

Definition of "Harmful to minors":

The term, "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that-

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Woodville Independent School District Acceptable Use Policy for Employees Use of Technology Terms and Conditions

As an employee of the Woodville Independent School District, I have read the Terms and Conditions for acceptable use of technology resources in the Woodville Independent School District. I understand that this access is designed for educational purposes and that The District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Woodville Independent School District and administrators to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision of my students when they are using the technology assets of The District. **I also understand that this agreement must be renewed annually.**

Please sign and return this form to the system administrator. Keep the rest for your records, thank you.

Employees Name (please print): _____

Signature: _____

E-mail Address: _____

Password: _____

Date: _____

Campus: _____ Room Number: _____

Woodville Independent School District Acceptable Use Policy for Student Use of Technology Terms and Conditions

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources in the Woodville Independent School District. I understand that this access is designed for educational purposes and that The District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Woodville Independent School District and system administrators to restrict access to all controversial materials, and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct. **This agreement must be renewed each school year. Network access account will not be activated until this form is signed and returned**

Please sign and return this form to school. Keep the rest for your records, thank you.

Parent or Guardian (please print): _____

Signature: _____

Student's Name: _____

Signature: _____

Date: _____

Daytime Phone Number: _____

Evening Phone Number: _____