

Acceptable Use Policy

Millsap ISD Electronic Communications System Acceptable Use Procedures And Regulations

Regulations and Guidelines:

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

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District'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 procedures and regulations. All training in the use of the District's system will emphasize the ethical use of this resource.

Access to the District's electronic communications systems 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 allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

The Millsap Independent School District and all users of the District's electronic communications systems must comply with existing rules and Acceptable Use Procedures and Regulations incorporated into this document.

COPYRIGHT 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. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Therefore, 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. Students shall retain all rights to work they create using the District's electronic communications system. Before posting student-generated work, schools must take reasonable care that the student created the content of the work. Plagiarism in any form is not permitted.

SYSTEM ACCESS

System access will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system
2. Users will be required to maintain password confidentiality by not sharing the password with others.
3. Students completing required course work on the system would have first priority for use of District equipment after school hours.
4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

TECHNOLOGY COORDINATOR RESPONSIBILITIES

The Technology Coordinator for the District's electronic communications system will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use procedures and regulations 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.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure appropriate use of the system.
5. Set limits for data storage within the District's system, as needed.
6. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for violations of network regulations, or as a result of other disciplinary actions against the user.

INDIVIDUAL USER RESPONSIBILITIES

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

ON-LINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use and for keeping their password secure from other users.
2. Users shall not use Millsap ISD computers or networks for any non-instructional or non-administrative purpose (e.g. non-educational games, chat, instant messaging, or activities for personal profit). District personnel shall be permitted limited personal use.

3. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
4. Media from outside sources are prohibited unless approved by the Technology Coordinator.
5. System users may not use another person's system account or try to discover or use another user's password.
6. Students may not distribute personal information about themselves or others by means of the electronic communication system.
7. 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.
8. 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.
9. Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.
10. Monitoring of student Internet access will be the responsibility of all district staff. No student will be allowed to use a computer without the physical presence of a staff member in the classroom or office.

VANDALISM PROHIBITED

Any malicious attempts to harm, modify, or destroy District equipment 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. 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 as well as other appropriate consequences.

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 send/receive electronic mail 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 knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension of access and/or a revocation 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 the District policies.

DEVELOPMENT OF WEB PAGES

The District has established an Internet Web site and develops Web pages that will present information about the District. The Webmaster will be responsible for maintaining the District Web site. Any designated person or group, including campuses, classes and student organizations, may submit additions to the District Web pages to the Webmaster. The web page content becomes the property of Millsap ISD when the web pages are posted to the District web server.

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.

Schools need the permission of parents in order to publish student pictures on the World Wide Web. A permission form is required for parents to indicate whether they do or do not agree to the publication online of their children's images. Also, the image of a student shall not be published without the direct permission of the student in that image.

RESPONSIBILITIES OF THE SCHOOL

The Campus Principal shall review any complaints from students, teachers, administrators, other school staff, or members of the community concerning published work on school Web pages.

The Campus Principal, or their designee, will review and approve all pages written by school employees and students and will make decisions about the appropriateness of content and links before the pages are posted to a Web server. Should there be inappropriate material, the Campus Principal will ask for that material to be deleted or changed as quickly as possible.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's 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 for violation of District policies or regulations will be effective on the date the Principal or Technology Coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed 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 relating to misuse of the District's electronic communications system.

District's electronic communications systems

Dear Parents:

The District's electronic communications systems, including Internet access is available to students, teachers, and administrators of Millsap ISD. We are happy to offer these services and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence in the Millsap Independent School District by facilitating resource sharing, innovation, and communication.

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District's system does filter Internet content and takes reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District procedures and regulations, and student agreement form, and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

After reading the Acceptable Use Procedures and Regulations, please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,

Principal

STUDENT AGREEMENT FORM FOR ACCEPTABLE USE OF MILLSAP ISD ELECTRONIC COMMUNICATIONS SYSTEM

You may be 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.

With this educational opportunity comes responsibility. It is important that you read the Millsap ISD Procedures and Regulations, student agreement form, and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege 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 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 will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You may be assigned an individual account. 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.

INAPPROPRIATE USES INCLUDE BUT ARE NOT LIMITED TO:

- Using the system for any illegal purpose.
- **Using the computers or networks for any non-instructional purpose (e.g. non-educational games, chat, or instant messaging).**
- Accessing someone else's account or allowing others to access your account by getting or giving passwords.
- Posting personal information about you or others (such as addresses and phone number).
- 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.
- Accessing media including floppy disks, CD-ROMs, USB drives or any other device that is not provided by or approved by the Technology Coordinator.
- Using personal computing devices on the district's internet connection or network. This includes the use of personal laptop computers, tablet PC's, PDA devices, or any other computing device not supplied by the district.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USES

- 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.
- Restitution for costs associated with system restoration, hardware, or software costs.

The student agreement must be renewed each academic year. *Please sign and return this page.*

STUDENT

Full Name _____ Grade _____
(please print)

- I understand that my computer use is not private and that the District will monitor my activity on the computer system. **I also understand that non-educational games, chat, or instant messaging are prohibited and will cause me to lose access to my account for an indefinite period of time.**

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 or revocation of system access.

1. WORK CREATED BY STUDENTS

___ I do give permission for my work to be posted to the District’s website.

OR

___ I do not give permission for my work to be posted to the District’s website.

Student’s Signature _____ Date _____

PARENT OR GUARDIAN

Please check the appropriate lines. One blank needs to be marked in each section.

1. USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

___ I do not give permission for my child to participate in the District’s electronic communications system. My child is not allowed to use any computer

OR

___ 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; and I have read the District’s electronic communications system policy and administrative regulations. In consideration for the privilege of 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.

2. ON-LINE IMAGES OF STUDENTS

___ I do give permission for my child’s image to be posted to the District’s website.

OR

___ I do not give permission for my child’s image to be posted to the District’s website.

3. WORK CREATED BY STUDENTS

___ I do give permission for my child’s work to be posted to the District’s website.

OR

___ I do not give permission for my child’s work to be posted to the District’s website.

Parent’s Signature _____ Date _____