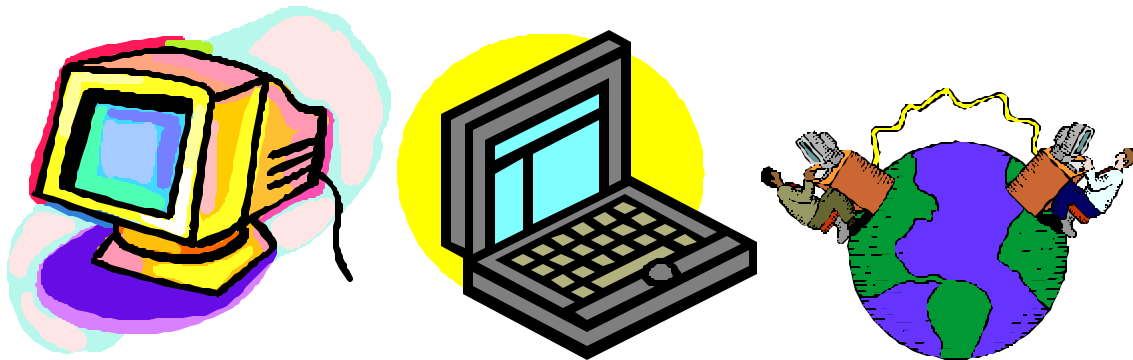


Barbers Hill Independent School District

Acceptable Use Guidelines For the Internet



BARBERS HILL I.S.D. ACCEPTABLE USE GUIDELINES

*"The capability [of the Internet] transcends time zones, national and organization boundaries, and in the near future even language. In its ultimate extrapolation, it is the ultimate open **society** where anyone, anywhere can provide or receive any information to anyone or **from anyone within** seconds."*

-Anthony Michael Rutkowski, Executive Director, Internet Society

As schools prepare students for a world of ever-expanding technological advances, the resources available through electronic communications systems are proving invaluable. School districts throughout Texas and the rest of the country are exploring ways to join this technological explosion involving use of the Internet.

Concerns arise, however, with any new exposure to technology: who should have access; to what uses is it most appropriately put; how might it be misused; how secure is the information. Uppermost for many is the concern that students might be exposed to materials that their parents, the school, and the community believe to be inappropriate.

History of the Internet

While educators are now discovering a treasure-trove of educational resources on the Internet and the World Wide Web, neither was created with schools in mind. The Internet, developed by the Department of Defense in the 1960s, is actually a product of the Cold War. Established as an electronic mail system to link key military commanders and university researchers in the event that conventional communications systems were destroyed or disabled, the Internet has blossomed into a network of networks, linking tens of millions of people across the globe for purposes of commerce, entertainment, and education. The World Wide Web, on the other hand, allows businesses, governmental agencies, museums, schools, and individuals to use graphics and audio technology to promote products and services, and to provide access to entire libraries of information formerly available only to those who could physically visit the source.

Misuse of the Network

As the Internet expanded, some adults using the network legitimately to communicate with other adults began transmitting resources and information, including sexually explicit graphics, that many people would consider inappropriate for minors. And some adults have targeted children to receive such inappropriate communications. In response, a number of Internet access providers have developed lock-out software and other prescreening techniques to reduce the opportunities for children to access pornographic or other offensive resources.

Who is responsible for materials found on the Internet? In a case involving CompuServ, a popular network service provider, a federal trial court found that CompuServ was not liable for the content of a newsletter distributed on its network because it simply would be impractical for CompuServ to review and edit all items posted through its service. [*Cubby v. CompuServ (1991)*] Perhaps the answer lies in warning the users of a district's electronic communications system (and the parents of student users) that there is a possibility of encountering offensive and inappropriate material and acknowledging that the District is unable to absolutely preclude access to such material.

BARBERS HILL I.S.D. ACCEPTABLE USE GUIDELINES ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The District technology director will oversee Barbers Hill ISD's electronic communications system.

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 guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

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.

System Access:

Access to the District's electronic communications system 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. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. Students completing required course work on the system will 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 will be denied access to the District's system.

Campus-Level Coordinator Responsibilities

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by the District's Acceptable Use Guidelines. All such agreements will be maintained on file in the campus principal's office or where designated by the administration.
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 proper use of the system.
5. 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.

Individual User Responsibility:

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

On-Line Conduct:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
3. System users may not use another person's system account without written permission from the from the campus administrator or technology director, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. 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.
6. System users must obtain permission from the technology director to upload public domain programs or to download public domain programs to the system. System users are responsible for determining whether a program is in the public domain.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, 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 will be viewed as violations of Barbers Hill ISD's Acceptable Use Guidelines, and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. These activities will result in disciplinary action in accordance with the Student Code of Conduct.

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.

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 will result in disciplinary action.

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 and/or a revocation of privileges of 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.

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. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of the District's Acceptable Use Guidelines.

Termination of an employee's account or of a student's access will be effective on the date the principal or technology director receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Availability of Access

The District Technology Director shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system 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 comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Acceptable Use

The District administration and Board of Trustees shall develop and implement administrative guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be confidential and may be monitored, edited, or removed at any time by designated District staff to ensure appropriate use for educational or administrative purposes. Access to electronic materials will be provided or denied solely upon the discretion of designated District staff.

Disclaimer

The District's system is provided on an "as is, as available" basis. 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.

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.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

BARBERS HILL I.S.D. ELECTRONIC COMMUNICATIONS SYSTEM

STUDENT ACKNOWLEDGEMENT FORM – ACCEPTABLE USE GUIDELINES

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 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 will have access through a campus-wide user account.
- The account is to be used only for educational purposes.
- You will be held responsible at all times for the proper use of this account, and the district may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES

- Using the system for illegal purposes
- 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 copy-right 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 the 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 disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

STUDENT AGREEMENT FORM

STUDENT

Name _____ Grade _____

School _____

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. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

PARENT OR GUARDIAN

_____ I do not give permission for my child to participate in the District's electronic communications system.

.....

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.

_____ 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.

Signature of parent or guardian _____

Home address _____

Date _____ Home phone number _____

BARBERS HILL I.S.D. ELECTRONIC COMMUNICATIONS SYSTEM

EMPLOYEE AGREEMENT FORM – ACCEPTABLE USE GUIDELINES

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 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 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 issued to you is to be used mainly for educational purposes, but some limited personal use is permitted.
- 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 illegal purposes
- 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 copy-right 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 the 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 disciplinary or legal action, in accordance with applicable laws and/or district policies.

EMPLOYEE AGREEMENT FORM

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. 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 damage identified in the District's policy and administrative regulations.

Signature of employee _____

Home address _____

Date _____ Home phone number _____