

BARBERS HILL ISD RESPONSIBLE USE GUIDELINES

BARBERS HILL ISD RESPONSIBLE 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 post an electronic version of the responsible use guidelines or a printed version upon request.

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.

User Responsibility

The following standards will apply to all users of the District's electronic information/communication 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 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.
4. System users must obtain permission from the technology director to upload public domain programs or to download public domain programs to the system.

Students 13 or Younger

For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. These tools can be accessed through the District's website.

Security

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

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 Responsible 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.

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 Responsible Use Guidelines.

Termination of an employee's account or 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.

Responsible 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 Independent School District

ELECTRONIC COMMUNICATIONS SYSTEM STUDENT AGREEMENT FORM – RESPONSIBLE 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. 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 encounter areas of adult content and some material you (or your parents) might find objectionable. The District will take reasonable steps to restrict access to such material. It will be your responsibility to follow the rules for appropriate use.

RULES FOR RESPONSIBLE USE

- You will have access through a school issued user account.
- The account is to be used for academic 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
- Accessing another user's account
- 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 is abusive, obscene, sexually oriented, inappropriate, 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, administrative decisions, and applicable laws.

The student agreement must be renewed each academic year.

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