

Sterling City Independent School District

Acceptable Use Policy
For
Electronic Information Service
And
Parent Agreement Form
For Publication of
Student Information or
Work on an
Electronic Communication System

August 4, 2017

Sterling City Independent School District

Acceptable Use Policy

1. Guidelines on the Acceptable Use of Electronic Information Resources:

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic mail and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics and much more!

While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services. The concerns described here are real, but they should not discourage school officials from planning for the appropriate use of one of education's newest and most valuable tools.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The following represent some of the inappropriate uses that may occur:

- Using the network for commercial advertising
- Using copyrighted material in reports without permission
- Using the network to lobby for votes
- Using the network to access a file that contains pornographic pictures or text
- Using the network to send/receive messages that are racist
- Using the network to send/receive inflammatory messages
- Creating a computer virus and placing it on the network
- Using the network to send/receive a message with someone else's name on it
- Using the network to send/receive a message that is inconsistent with the school's code of conduct
- Using the network to send/receive messages that are sexist or contain obscenities
- Using the network to request home or cellular phone numbers and using acquired phone numbers illegally
- Using the network to provide address or other personal information that others may use inappropriately

- Using the network for sending and receiving a large number of personal messages
- Using the network to disrupt activities of others
- Use of virtual private network (VPN) software without permission of administration and/or technology department
- Use of software that attempts to bypass federally required CIPA filtering

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution and/or disciplinary consequences.

2. User contract

Electronic Information Resource Contract

We are pleased to announce that electronic information services are now available to students and teachers in our district who qualify as a result of participation in an orientation or training course. The Sterling City Independent School District strongly believes in the education value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communications. Sterling City Independent School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this document carefully. When signed by you it becomes a legally binding contract.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of This Contract

1. Personal Responsibility

As a participant in this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described below. All the rules of conduct described in the District publication entitled Student Code of Conduct apply when you are on the network.

I have read and understand this provision. initial _____

2. Acceptable Use

The use of my assigned account must be in support of education and research and the educational goals and objectives of the Sterling City Independent School District. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

I have read and understand this provision. initial _____

3. Privileges

The use of the information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a secondary or elementary faculty member as to proper behavior and use of the network. The district's LAN/system administrator (operating under the aegis of the school board and the district office) will decide what is appropriate use and his/her decision is final.

The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of Sterling City Independent School District may request that the system administrator deny, revoke, or suspend specific user accounts.

I have read and understand this provision. initial _____

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. Be polite. Never send, or encourage others to send, abusive messages.
- b. Use appropriate language. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. Privacy. Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- d. Electronic Mail. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. Disruptions. Do not use the network in any way that would disrupt use of the network by others.
- f. Other Considerations:
 - o Do be brief. Fewer people will bother to read a long message.
 - o Do minimize spelling errors and make sure your message is easy to read.
 - o Do use accurate and descriptive titles for your articles.
 - o Tell people what it is about before they read it.

- Do get the most appropriate audience for your message, not the widest.
- Do remember that humor and satire is very often misinterpreted.
- Do remember that if you post to multiple groups, specify all groups in a single message.
- Do cite references for any facts you present.
- Do forgive the spelling and grammar errors of others.
- Do keep signatures brief.
- Do remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.
- Do post only to groups you know.

I have read and understand this provision. initial _____

5. Services

The Sterling City Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sterling City Independent School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Sterling City Independent School district specifically disclaims any responsibility for the accuracy of information obtained through its electronic information services.

I have read and understand this provision. initial _____

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person and the system administrator. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision. initial _____

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal referral.

I have read and understand this provision. initial _____

8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

I have read and understand this provision. initial _____

Required Signatures:

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and/or appropriate legal action. I also agree to report any misuse of the information system to the District LAN/system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in the District publication entitled Student Code of Conduct apply when I am on the network.

Student Signature _____ Date ____/____/____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Sterling City Independent School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the District LAN/system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

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 on this form is correct.

Parent or Guardian Name (please print): _____

Signature _____ Date ____ / ____ / ____

Sponsoring Teacher

I have read this contract and agree to promote this agreement with the student. As the sponsoring teacher, I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the District LAN/system administrator.

Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Teacher's Name (please print): _____

Signature _____ Date ____ / ____ / ____