



## Carroll ISD Technology Acceptable Use Policy

Form must be filled out completely. The top page should be returned to the school by Sept. 2nd. Please print.

Student Last Name \_\_\_\_\_ Student First Name (no nicknames) \_\_\_\_\_ MI \_\_\_\_\_ ID # \_\_\_\_\_

Homeroom Teacher (Grades K-6) \_\_\_\_\_ 2011-12 Grade \_\_\_\_\_

### AGREEMENT FOR STUDENT PARTICIPATION IN AN ELECTRONIC COMMUNICATION SYSTEM\*

Dear Parents:

Your child has been selected to participate in the Carroll ISD's Electronic Communications System and needs your permission to do so. Your child will be able to communicate with others around the world through the Internet and other electronic information systems/networks, and will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the district policy, administrative regulations, and agreement form and discuss their requirements together. Inappropriate system use could result in the loss of privilege to use this educational tool. 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 that you may find objectionable. While the district will take reasonable steps, through its adopted policies, to preclude access to such material and does not encourage such access, it is not possible for the district to absolutely prevent such access.

**Return this page to the school by September 2, 2011 indicating your permission or denial of permission for your child to participate in the district's Electronic Communication System.**

I have read the district's electronic communications policy and regulations and agree to abide by its provisions. I understand that Carroll ISD Electronic Communications System use is designed for educational purposes. I understand that it is impossible for Carroll ISD to restrict access to all controversial materials.

- I give permission for my child to participate in the district's Electronic Communication System and certify that the information contained on this form is correct. In consideration for the privilege of using the district's Electronic Communications System, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages 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 do not give permission for my child to participate in the district's Electronic Communication System.

Parent's Signature

Student's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name (printed)                      Date

\_\_\_\_\_  
Name (printed)                      Date



For C.I.S.D.'s Electronic Communications Policy and Regulations Policy, refer to pages 44-49 of the District Handbook located at <http://www.southlakecarroll.edu>.

## Information Technology Guidelines for Students Acceptable Use Policy for Carroll Independent School District Data Communications Network and Technology Resources

The Carroll Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of Carroll ISD technology resources is a privilege, not a right, and should be treated as such.

The Internet is a network of networks connecting millions of computer users all over the world. It enables worldwide connection to electronic mail, discussion groups, databases, educational software, and other information sources such as libraries and museums. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Carroll ISD firmly believes that the value of providing information, interaction, and research capabilities far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. Carroll ISD complies with Federal regulations regarding internet filtering in order to limit user access to inappropriate content.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Carroll ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy as well as guidelines at the local, state, national, and international levels. Any user who does not comply with policies and procedures may face appropriate disciplinary actions, including all student/employee discipline management techniques, and discontinued computer access.

The Superintendent or designee will oversee and/or monitor the District's electronic communications systems. **As it pertains to the Superintendent or designee, users should not have any expectation of privacy when using any District systems.**

### Definition of District Technology Resources

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computers hardware, operating system software, application software, stored text, and data files. This includes but is not limited to electronic mail, local databases, externally accessed data (i.e. the internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. **The District will at its own discretion monitor any technology resource activity without further notice to the end user.**



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### Acceptable Use

The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. The District email system should not be used for mass mailings except for official school business. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee. Only personnel authorized by the Carroll ISD Technology Department may install software on district systems.

Other issues applicable to acceptable use are:

1. **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. **Supervision and permission:** Student use of the computers and computer network is only allowed when supervised or granted permission by a Carroll ISD staff member.
3. **Network Access:** Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords unacceptable.
4. **Improper Use:** Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:
  - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
  - Using the network for financial gain, political or commercial activity
  - Attempting to or harming equipment, materials or data
  - Attempting to or sending anonymous messages of any kind
  - Using the network to access inappropriate material
  - Knowingly placing a computer virus on a computer or the network
  - System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers
  - Using the network to provide addresses or other personal information that others may use inappropriately
  - Accessing of information resources, files and documents of another user without authorization
  - Attempting to or accessing technology resources, network systems, or applications without authorization
  - Attempting to or bypassing school proxy servers to access the internet
  - Posting personal information about others without proper authorization
  - System users should be mindful that use of school related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the district or school, whether or not that was the user's intention



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- Downloading or using copyrighted information without permission from the copyright holder
- Attempting to “hack” into network resources
- Storing inappropriate information (i.e. programs and .exe files) in home directories or student shares

### **System Access**

Access to the District’s network systems will be governed as follows:

1. Students will have access to the District’s resources for class assignments and research with their teacher’s permission and/or supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. With the approval of the immediate supervisor, district employees will be granted access to the District’s systems.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District’s system. Other consequences may also be assigned.

### **Campus Level Coordinator Responsibilities**

As the campus level coordinator for the District’s electronic communications systems and resources, the principal or designee will:

1. Be responsible for disseminating and enforcing the District Acceptable Use Guidelines for the District’s technology resources at the campus level.
2. Ensure that employees supervising students who use the District’s systems provide information emphasizing the appropriate and ethical use of this resource.

### **Individual User Responsibilities**

The following standards will apply to all users of the District’s electronic communications systems and resources:

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 guidelines.
3. System users may not use another person’s system account to access computer or network resources
4. System users must purge electronic mail or outdated files on a regular basis
5. System users are responsible for following all copyright laws. Redistribution of copyrighted material is allowed only with the written permission of the copyrighted 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



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### **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 to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, and the use of system hacking programs and utilities. Any interference with the work of others, with or without malicious intent, will be construed as vandalism. Vandalism, as defined above, may result in the permanent cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, and software repair or replacement.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic 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.

### **Personal Technology Resources Prohibited**

System users are prohibited from connecting personal technology resources, including but not limited to the following: hubs, switches, routers, wireless access points/devices, personal (home) computers, personal (home) printers, mobile/handheld devices to the Carroll ISD data communications network unless specifically authorized by the Director of Teaching and Learning. Additionally, system users are prohibited from installing or setting up any device that would alter the network topology OR any server-based software or technologies without approval from the Director of Teaching and Learning.

### **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 outside the District's networks that may contain inaccurate and/or objectionable material. A student bringing prohibited materials into the District's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with district policies which could result in loss of credit. An employee bringing prohibited material into the school's electronic environment will be subject to disciplinary action in accordance with district policies which could result in termination of employment.

### **Network Etiquette**

System users are expected to observe the following network etiquette:

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited
2. Pretending to be someone else when sending/receiving messages is prohibited
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages, public or private, is prohibited
4. Revealing personal addresses or phone numbers of others is prohibited
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited



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6. Students may not respond to requests for personally identifying information or contact from unknown individuals
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any requests for such a meeting

### **Participation in Social Networking, Web Sites, and Chat Rooms**

Students participating in social networking Web sites or chat rooms using District electronic resources should assume that all content shared, including pictures, is public. No personally identifying information should be published. Students should not respond to requests for personally identifying information or contact from unknown individuals. Information about the date, time, and location of District field trips should not be shared.

The Internet, along with social networking and a host of next generation communications tools, has expanded the way in which employees can communicate internally and externally. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Carroll ISD employees. This Participation in Social Networking, Web Sites, and Chat Rooms Policy applies to employees who use the following:

- Multimedia and social networking websites such as MySpace, Facebook, Yahoo! Groups and YouTube
- Blogs (Internal and External)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as “Social Networking” in this Policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination

### **Termination/Revocation of System User Account**

The district may suspend or revoke a system user’s access to the district’s system upon suspected violation of district policy and/or administrative regulations regarding acceptable use.

Termination of an employee’s or student’s account will be effective on the date the Director of Teaching and Learning, principal, or designee receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Consequences of Improper Use**

Any attempt to violate the provisions of these guidelines may result in revocation of a user’s account, regardless of the success or failure of the attempt. Improper or unethical use may result in disciplinary actions consistent with the existing Student Code of Conduct, Employee handbook, and/or appropriate legal actions as prescribed by law.

### **Procedures for Misuse of District Technology Resources**

1. Upon notification of an act of vandalism or unacceptable use, the Director of Teaching and Learning, principal, or designee(s) will ensure that a proper investigative process is followed;
2. The Director of Teaching and Learning, principal, or designee(s) will convene a committee, composed of the campus technology coordinator, Instructional Technology Coordinator, a teacher, the Director of Teaching and Learning’s designee, the principal’s designee, and two additional staff members appointed by the Director of Teaching and Learning or the principal;



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3. The committee will meet within ten (10) working days, investigate the matter, and formulate a recommendation, which will be forwarded to the Director of Teaching and Learning to submit for cabinet review.
4. The recommendation will include:
  - A decision regarding future use of the Electronic Communications System by the offending party and restitution by said party.
  - A decision regarding possible referral for additional disciplinary action according to the Code of Conduct or district policies.
5. Appeals of all decisions will follow regular board policy procedures. [See FNG(LEGAL) and FNG(LOCAL)]

### **Disclaimer**

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express 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.

### **Term**

This policy is binding for the duration of a student's enrollment in the Carroll Independent School District. This policy must be reviewed and signed annually at the start of each school term.