

APPENDIX D: INTERNET ACCEPTABLE USE POLICY

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

INTERNET ACCEPTABLE USE POLICY

AVAILABILITY OF ACCESS

The Superintendent or designee shall implement, monitor, and evaluate electronic media

Resources for instructional and administrative purposes in compliance with CIPA requirements.

Access to the Montague ISD electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the Montague ISD electronic 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 consistent with MISD policies. Violations of law may result in criminal prosecution as well as disciplinary action by MISD.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, which are consistent with the purposes and mission of MISD and with law and policy governing copyright.

MONITORED USE

Electronic mail transmissions and other uses of the electronic communications systems shall not be considered confidential and may be monitored at any time by designated MISD staff to ensure appropriate use of educational or administrative purposes.

DISCLAIMER OF LIABILITY

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

INTERNET ACCEPTABLE USE REGULATIONS

The Superintendent or designee will oversee the Montague ISD electronic communications system.

The MISD system will be used only for administrative and educational purposes consistent with the MISD mission and goals. Commercial use of the MISD system is strictly prohibited.

The MISD 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 MISD system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the MISD system without permission from the holder of the copyright. Only the owner or individual the owner specifically authorized may upload copyrighted material to the system.

SYSTEM ACCESS

Students will share the user account (STUDENT).

Teachers and staff with private accounts will be required to maintain password confidentiality by not sharing the password with students or others.

A qualified staff member must monitor student usage of the system if students are to use the system during breaks or after school. All student use shall be supervised.

Any system user identified as a security risk or having violated MISD computer use guidelines may be denied use of the MISD system.

TECHNOLOGY COORDINATOR RESPONSIBILITIES

The Superintendent or designee will be responsible to coordinate technology activities and will:

Distribute and enforce applicable MISD policies and acceptable use guidelines for the system.

Ensure that all parents as well as users of the MISD system complete and sign an agreement to abide by MISD policies and administrative regulations regarding such use. All such agreements will be maintained on file in MISD office.

Ensure that all employees supervising students who use the MISD system receive training emphasizing appropriate and ethical use of the resource.

Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages that are deemed inappropriate.

Set limits on disk utilization on the system, as needed.

INDIVIDUAL USER RESPONSIBILITIES: ON-LINE CONDUCT

The individual using any system account will be responsible at all times for its proper use.

The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by MISD policy.

System users may not redistribute copyrighted materials.

System users may upload public domain programs to the system only with written permission from the technology coordinator.

System users may download public domain programs for their own use, but may not distribute a public domain program.

Systems users are responsible for determining what is in the public domain, with challenges to be settled by the technology coordinator.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy MISD equipment or materials, data of another user of the MISD system, or any of the agencies or other networks connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as MISD policy and administrative regulations violations. They could

possibly be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism I, as defined above, will result in the cancellation of system use and will require restitution for costs associated with system restoration, hardware, and/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 with the ability of other system users to send or receive electronic mail is prohibited. Failure to comply will result in cancellation of system use privileges.

INFORMATION CONTENT, THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the MISD system should be aware that use of the system may provide to other electronic communications systems in the global electronic network which may contain inaccurate or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to revocation of privileges on the MISD 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 revocation of privileges and to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

Be polite. Messages typed in capital letters are the computer equivalent to shouting and are considered rude.

Use appropriate language. Swearing, vulgarity, ethnic or racial slurs, or any other inflammatory language is prohibited.

Pretending to be someone else when sending or receiving messages is considered inappropriate.

Transmitting obscene messages or obscene pictures is prohibited.

Revealing personal address or phone numbers of the user or of others is prohibited.

Using the network in such a way that would disrupt the use of the network by others is prohibited.

Violation of any of the above may cancel your system use privileges.

DISCLAIMER

The Montague ISD system is provided on an “as is, as available” basis. The MISD 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. MISD 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 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, or other third party individuals in the system are those of the users or providers and not the MISD.

The MISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Montague ISD electronic communications system.

Electronic Communication and Data Management

Montague Independent School District

Parent Letter for System Users

Dear Parent:

Your child has the opportunity to participate in the Montague ISD 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.

The Internet is a network of networks. Through the Montague ISD electronic communication system, your child 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 enclosed Montague ISD policy, administrative regulations, and agreement from and discuss their requirements together. Inappropriate system use will result in the loss of the privilege to use this education 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 you might find objectionable. While the Montague ISD will take 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.

Please return the attached agreement from indicating your permission or denial of permission for your child to participate in the Montague ISD electronic communication system.

Sincerely,

Kim Childs

MISD Superintendent

Electronic communication And Date Management

Montague Independent School District

Students Agreement For Participation

In an Electronic Communication System

The student agreement form must be renewed each academic year.

Student

I have read the Montague ISD 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 _____

Student's Parent Guardian

I have read the Montague ISD electronic communications system policy and administrative regulations. In consideration for privilege of using the Montague ISD 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 Montague ISD policy and administrative regulations.

 I give permission for my child to participate in the Montague ISD electronic communications system and certify that the information contained on this form correct.

 I do not give permission for my child to participate in the Montague ISD electronic communications system.

Signature of parent or guardian:

_____ Date _____

Home phone number _____