North Lamar ISD

Acceptable Use Policy/Electronic Agreement

The North Lamar ISD Board of Trustees and Staff strongly believe in the educational value of electronic services and generally support access by students to enrichment resources along with the development by staff of appropriate skills to analyze and evaluate such resources. Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. The district believes that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages.

In order for a child to assess state required curriculum mandates, to receive training in safe use of the internet, to access data for research purposes, and to collaborate over the internet for instruction purposes through the North Lamar Independent School District network, he/she needs permission.

Adhering to the guidelines of the *Children's Internet Protection Act (CIPA)* and *Children's Online Privacy Protection Act (COPPA),* North Lamar ISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service through the use of filtering software and internet activity monitoring.

However, the district cannot guarantee that a student will not gain access to inappropriate material. There may be additional kinds of material on the internet that are not in accord with your family values. We would encourage parents to use this as an opportunity to have a discussion with your child about family values and expectations about those values. That experience should guide the child's activities while he/she is on the internet. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The following standards have been set to provide guidelines to the students concerning the acceptable use of technology in the district.

I. **Personal Safety**
   A. I will not post personal contact information such as address, telephone numbers of myself or others without parental consent.
   B. I will not agree to meet with someone I have met online without parental consent.
   C. I will promptly disclose to my teacher or a school employee any message I receive that is inappropriate or makes me feel uncomfortable.
II. **Illegal Activities**
   A. I will use the internet in support of education and research which is consistent with the objectives of North Lamar ISD.
   B. I will respect the established configuration of all computers and will not alter, disable, remove or install software or files without authorization from the campus or district.
   C. I will not attempt to gain unauthorized access to school files, file server, district network or other computer systems that go beyond my authorized access.
   D. I will not maliciously attempt to harm or destroy any district equipment or materials, data or another use of the system, or any of the agencies or networks that are connected to the internet.
   E. I will not use the system for any illegal purpose, in support of illegal activities, or for any other activity prohibited by district policy.
III. **Online Conduct**
   A. As the individual in whose name a system account is issued, I will be responsible at all times for its proper use.
   B. I will not use another person's system account nor allow another person to use my account without written permission from the campus administrator or district coordinator, as appropriate.
   C. I will not forge or attempt to forge electronic mail messages. I will not attempt to access or read any electronic messages that are not specifically addressed to me.
   D. I will observe network etiquette which includes, but is not limited to, the following:
      i. Be polite, Take the time to reflect on what you have written before you send it to avoid *flaming*. Typing in all capital letters

is considered shouting; use *(asterisks) to emphasize a word or phrase. Use other emoticons to indicate tone of voice.

    ii.   Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited on the system just as in the classroom.

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

    iv.   Transmitting obscene messages or pictures, defamatory information about a person or organization or derogatory statements is prohibited.

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

    vi.   E-mail should not be used for commercial activities, political lobbying, or personal promotion.

    vii.   Good housekeeping should be practiced by regular deletion of folders, files, and mail messages.

IV.   Piracy & Plagiarism

    A. I will not plagiarize works that I find on the internet or on the computers at school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.

    B. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

    C. I will avoid all kinds of piracy. Piracy is the illegal copying and unauthorized use of all forms of information, including but not limited to the following:

        i.   Internet piracy: downloading software or intellectual property to which one does not have a license.

        ii.   Remote Site Piracy: installing software (other than shareware, public domain, or freeware) from a bulletin board, district or campus server, website or other shared computer for purposes other than those for which it has been purchased or licensed.

       iii.   Counterfeit: duplicating and selling or sharing unauthorized copies of software.

       iv.   Softlifting: purchasing a single licensed copy of the software and loading on several machines contrary to licensing agreement.

V. Rights & Responsibilities

A. I should expect only limited privacy in the contents of my personal files on my school's file server. The situation is similar to the rights I have in the privacy of my locker.

B. Routine maintenance and monitoring of each school's file server may lead to the discovery that I have violated network guidelines, the district's Student Code of Conduct, or the law. If that is the case, disciplinary action as outlined in the Student Code of Conduct will be followed.

C. My parents or legal guardians have the right at any time to view the contents of my files.

D. My access to the district's system may be suspended upon violation of the regulations regarding acceptable use and/or district policy.

E. The district makes no guarantee that the function or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage I may suffer, including but not limited to, loss of data, or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

F. I understand that I am responsible for the district's technological hardware that I use. While using the file server at school, I leave little "electronic footprints" that may be traced.

G. The fact that I can do something, or think I can do something without being caught does not make it right to do so. Even if I don't get caught, there is always one person who will know whether I have done wrong – and that person is me.