

Canadian Independent School District

Acceptable Use Policy

TERMS AND CONDITIONS FOR THE USE OF THE ELECTRONIC NETWORK

With the advent of telecommunications, Canadian Independent School District has an exciting opportunity to enhance and promote educational excellence. With this opportunity comes the responsibility for acceptable and appropriate use of the computers, electronic network, and the Internet.

PARENTAL/STUDENT AGREEMENT

Please read the following terms and conditions carefully. When you and your parent or guardian signs this document, you are stating you will adhere to the principles and procedures detailed within the document.

Computers, networking, and Internet access are currently available to CISD students and staff. CISD is very pleased to provide these opportunities and believe they offer vast, diverse, unique resources to our school. Online resources will allow classroom projects such as collaboration with other schools, pen pals discussions, scientific data collection, and international cultural exchanges. New retrieval services, encyclopedias, scientific data collection, and educational databases will be available to students and staff. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communications within this community, the nation and worldwide.

PRIVILEGES

Use of the District's network is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege.

COPYRIGHT LAWS

Copyright laws and network licensing agreements govern the use of computer software. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software. All federal copyright laws apply to materials from online resources, audio and video CDs, DVDs and VHS Tapes. The use of copyrighted photos or logos is prohibited.

ACCEPTABLE USE

1. Users shall not copy, change or transfer any software or documentation provided by CISD, teachers, or another student without permission from the appropriate administrator.
2. Users shall not place any disk, CD or other memory device into a computer or network that has not been authorized by a teacher, administrator, or technologist. Teacher may authorize students to use CD's, DVD's or Flash Drives to save coursework or projects.
3. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
4. Users shall not deliberately access, create or transmit any obscene or objectionable information, language, or images.
5. Users will have network files with limited capacity for storing instructional materials.

VANDALISM

Any malicious attempt to harm or destroy District equipment or materials, data of another user, the Internet, or other networks is prohibited. Vandalism and abuse will result in the cancellation of user privileges, repayment for expenses incurred due to damage to district owned properties, and the appropriate disciplinary action as determined by the school administrator.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
2. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
3. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
4. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or technologist.
5. Users shall not disassemble or remove any parts of a computer or computer related system, without prior authorization from the district Technology Office.

MOBILE DEVICES (Laptops, Handheld, MP3 Players, etc.)

The demand for mobility in the advanced technologies has become increasingly more important in the delivery of instruction. The students and staff have access to wireless laptops and handheld devices, such as PDA's and graphic calculators.

1. Users are responsible for any mobile devices checkout in their names.
2. Users are responsible for the repair costs or replacement of any damaged or lost mobile device.

3. Users may not download or beam any software product, game or student data to another device without prior appropriate authorization.
4. Personally owned laptops and handheld devices will not be allowed to access the district's wireless LAN, network servers and folder or district owned printers.
5. Students shall not possess a paging device, while on school property. A paging device is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. (The principal may approve exceptions in unusual circumstances, for example, if the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical organization.)

PUBLICATIONS

Electronic publications such as newsletters, brochures, webpages and others have become common place in the educational environment.

1. Users are subject to all copyright laws.
2. Photo releases are required when using pictures that are not the original work of the publisher (student or staff), not in the public domain or part of a licensed software package purchased by the district.
3. To publish an individual's picture a consent form is required.
4. Publishing a picture or name of a minor child, under the age of 18, requires a written consent form signed by the custodial parent or legal guardian.

SECURITY

Security is a high priority due to the number of users. Any violation of security will result in cancellation of user privileges. Identified security problems should be reported to a teacher or system administrator immediately and not shared with others.

1. Users shall not attempt to log-on as another user.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's password.
4. Users shall not gain unauthorized access to teacher resources or entities.

Canadian Independent School District

Internet Safety Policy

The Internet is increasingly being used as an avenue for the delivery of instruction. Canadian ISD adopts, enforces and regularly reviews the district's Internet Safety Policy which complies with state and federal Internet safety regulations including but not limited to the Child Internet Protection Act ("CIPA"), the Neighborhood Children's Internet Protection Act ("NCIPA") and the Protecting Children in the 21st Century Act. Online activities will be monitored by Canadian Independent School District.

INTERNET WARNING

With access to computers and people all over the world comes the availability of material that may not be considered of educational value. CISD has a filtering system in place to block inappropriate or questionable sites. However, on a global electronic network, it is impossible to guarantee control over all materials. Parents and guardians must be aware that these technological tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. The District firmly believes the valuable information and interaction available on networks far outweigh the disadvantages of the possibility users may locate inaccurate or objectionable material not consistent with the educational goals of the Canadian Independent School District.

EDUCATION

All Canadian ISD students will receive instruction in Internet Safety, which includes appropriate online behavior, "interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response."

FILTER

In accordance with the Children's Internet Protection Act the District will monitor and filter all Internet access by using an appropriate filtering and blocking technology

1. All district computers, with access to the Internet, will be filtered.
2. All users will be restricted from access to inappropriate materials. The district's filter system supports blocking or filtering access to visual depictions if they are deemed: (1) obscene, (2) pornographic, or (3) harmful to minors.
3. The district cannot disable the filters when minors are using the Internet even with parental or teacher permission and supervision.

4. The district network will filter all social networking sites. Examples of these include but are not limited to MySpace, Facebook, dating sites or any other similar sites.

MONITORED USE

Use of telecommunications must be in support of education and research consistent with the educational goals, objectives and policies of the Canadian Independent School District. All users should keep in mind that when they use the Internet, they are entering a global community and any action taken by them will reflect upon CISD.

1. Users shall not use CISD computers or networks for personal gain. Student users may not use district owned hardware and network for purchasing available over the Internet.
2. Users shall not use a computer or district internet access for unlawful purposes.
3. Users shall not use the Internet or district owned network to participate in unlawful activities including acts which foster unauthorized access, including so-called "hacking."
4. Users will abide by all federal copyright laws applying to materials located or transferred on the Internet.
5. Users may be asked to print out the history of sites that have been accessed during any specific Internet session to verify the educational relevance of the sites.
6. Users may not participate in the use of chat rooms or other forms of direct electronic communications (e.g., Instant Message services, MSN messenger) except when supervised by school personnel for an approved specific educational objective.
7. Only teacher controlled and filtered blogs and podcasts will be available for student use and participation.
8. Users shall not download Internet games on district owned computers, including laptops, or into network folders, except when approved for a specific educational objective.
10. The district has the right to delete any information saved to district network folders. Inappropriate files will result in the denial of network privileges. The district will assume files found in a user's network folder have been placed in the folder by the user whose name appears on the folder. All files in student folders will be deleted at the end of each year.
11. The district will not permit unauthorized disclosure, use and dissemination of personal identification information regarding minors or school personnel. This includes the name and picture of individuals. Users should be aware that this applies to websites, email group lists and publications.

ELECTRONIC MAIL

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.

1. The district will provide email services for all staff members and those students who require email for educational purposes. The filter will block all unapproved email services.
2. Student email accounts will be filtered for inappropriate content, language and materials deemed harmful to minors or unlawful.
3. All email services, except those specifically approved by the district will be blocked. (e.g. Hotmail, Yahoo)
4. Users shall not transmit emails or attachments of an inappropriate or threatening nature, including inappropriate language, obscenities or pornography.
5. Users should be aware that sending photographs through the Internet to multiple recipients on a group list constitutes publishing those pictures and will require authorization.

NETIQUETTE ON THE INTERNET

All users of the Canadian ISD computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include (but are not limited to) the following:

1. Messages should be positive in nature. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate information.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Include your name, position, affiliation, and Internet address on e-mail messages.

WORLD WIDE WEB PUBLISHING

An integral part of the educational experiences gained from use of the electronic network is the creation of a site to which information can be published for access by the worldwide Internet community.

1. Pictures will not be posted on web sites that allow the person to be identified individually by name, unless written authorization is provided to the district. Consent forms must be on file before pictures are posted.
2. Student's work will be published only under the direction of the supervising teacher.

DISTANCE LEARNING

CISD is proud to offer students the opportunity to experience live video conferencing with other schools and agencies.

1. Video Conferencing is two-way interactive television.
2. Both visual and auditory images of our students will be broadcast in distance learning projects.
3. During a video conference participant images are transmitted over the Internet via a closed circuit. Parental permission is required for students to attend a video conference.

CONSEQUENCES OF VIOLATION

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users and are intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computer to access telecommunication resources is a privilege and not a right. Violation of the policies and procedures of Canadian Public School concerning the use of computers and networks will result in the following disciplinary actions, which are similar to other Code of Conduct violations.

1st Offense A student, who violates the Acceptable Use/Internet Safety policies standards of conduct, will lose computer privileges/Internet access for 30 school days. Further loss of privileges and/or disciplinary action will be determined by the campus administrator.

2nd Offense Pattern of abuse or flagrant violations: Any student who, after the 1st Offense, continues to engage in serious or persistent misbehavior by violating the Acceptable Use/Internet Safety policy standards of conduct will lose computer privileges/Internet access for 60 school days. Further loss of privileges and/or disciplinary action will be determined by the campus administrator.

3rd Offense Continual patterns of abuse or flagrant violations: Any student who, after the 1st and 2nd Offenses, blatantly continues to engage in serious or persistent misbehavior by violating the Acceptable Use/Internet Safety policy standards of conduct will lose computer privileges/Internet access for 90 school days. Further loss of privileges and/or disciplinary action will be determined by the campus administrator.

Disciplinary actions will be taken when a student engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Disciplinary actions will be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used CISD Internet access to violate the law or to compromise another computer network.

**PARENTAL/STUDENT AGREEMENT FORM
FOR USE OF THE CISD ELECTRONIC NETWORK and INTERNET
ACCESS**

This form will be retained on file by each school during the duration of applicable computer/network/internet use.

We, _____ (printed parent name)

and _____ (printed student name),

have read the Terms and Conditions for the Use of the Electronic Network document, understand it, and agree to adhere to the principles and procedures detailed within. We understand that a network user is expected to use good judgment and follow the rules in making electronic contact with others. We further understand that any student who violates any provision of the Terms and Conditions for the Use of the Electronic Network document will lose all network privileges on the Canadian Independent School District network.

Parent/Guardian Signature

Student Signature

Date

DISTANCE LEARNING

I agree and understand the policy regarding Distance Learning and allow my child, _____, to be included Distance Learning Projects.

Parent/Guardian Signature

Date

WORLD WIDE WEB PUBLISHING

I agree and understand the policy regarding Internet Safety and WWW publishing.
I have indicated with my initials any or all permissions that apply to my child,

(Student's Name)

- Canadian ISD has permission to post my child's name and picture to the district/campus website.
- Canadian ISD has permission to post to the Canadian ISD website candid pictures, which include my child in the photograph, as long as he/she is not identified by name. (example: a group shot of all the students on a particular campus)
- Canadian ISD has permission to list my child's name on the Canadian ISD website, as long as he/she is not identified by photo.
(example: list of students participating in an event, honor roll, etc)
- I do not want my child to be identified by name or picture on the Canadian ISD website.

Parent/Guardian Signature

Date

CANADIAN ISD

Acceptable Use Policy

STAFF ACKNOWLEDGMENT FORM

The Canadian Independent School District will be offering access to the Internet, and a district based World Wide Web server to teachers, staff, and students for the purposes of pursuing educational and research goals. Access to these resources is considered a privilege and District policies, regulations, and procedures have been developed to address the issues and concerns raised by access to electronic information. In addition to the general Acceptable Use / Internet Safety policies, regulations, and procedures that must be adhered to by all District personnel and students who have access to electronic resources from the District's computers and network systems, administrators, teachers, librarians and paraprofessionals who work directly with students on educational assignments will have a number of additional responsibilities for assuring adherence to District policies, regulations, and procedures while promoting Internet access in pursuit of educational goals.

These responsibilities will apply once teachers or district staff indicate that they want Internet or World Wide Web access. Such responsibilities are in keeping with the standards and practices outlined in the Code of Ethics and Standard Practices for Texas Educators.

1. Teachers will be responsible for attending classes on Internet access prior to teaching courses to students who will be provided Internet access as part of their course work.
2. It is the teacher's responsibility to educate minors on the appropriate online behavior and Internet safety, as well as supervise students engaged in activities using the Internet and/or the district network and equipment.
3. Filter blocking may only be disabled for adults using the school computers for bona fide research purposes.

As new educational sites become available the filter may be relaxed to include these approved sites. District procedure allows instructional staff to make applications for relaxing the filter for approved educationally appropriate sites.

4. Staff new to the District will be required to have training on the CISD network.
5. Teachers will be responsible for distributing and collecting the signed Parental/Student Agreement Forms needed in order to provide students with

access and with forwarding the forms to the principal's office. A list of signed agreement forms will be forwarded to the system administrator in order to obtain passwords.

6. Staff must have parental authorization before posting a student's picture or name on the Internet or in an email. The campus has a Do Not Publish List available in the building's main office.
7. Student access to the Internet may be denied by parental action and cannot be considered mandatory. Students who do not have access to the Internet must be provided with alternative means for completing class assignments.
8. Teachers will be professionally responsible for closely monitoring student conduct on the Internet during class sessions, in the library or labs and during other teacher-supervised use and activities. Teachers may ask a student to print out a copy of the history of sites that have been accessed during any specific Internet session to verify the educational relevance of the sites.
9. Teachers who assign or suggest Internet use for class assignments must teach and monitor proper copyrighting and referencing citation of materials acquired over the District's computer network.
10. Resources will be restricted unless for specific class use. Examples: Use of Internet Relay Chat sessions or access to Usenet groups is not permitted. Teachers are responsible for regulating access. Classes may use software that supports teacher controlled and filtered blogs and podcasts.
11. On-line purchases will require a pre-approved CISD purchase order.
12. Users shall not disassemble or remove any parts of a computer or computer related system, without prior authorization from the district Technology Office.
13. Teachers will be responsible for following through on suspected violations of Internet policies and procedures by students working on their class assignments, whether during their class time or not.
14. Teachers will intervene if there is any suspected violation of policies on use of copyrighted materials.
15. Teachers and District staff shall abide by all federal copyright laws when producing instructional materials with electronic resources.
16. Teachers and District staff recognize that computer files and e-mail have the same legal status as other District communications and files and are subject to public access.

17. Teachers and District staff shall not be involved in inappropriate use of computers, electronic communications formats or devices (email, chats, forums, etc.), or other technology equipment.
18. Teachers and District staff recognize that activities which are contrary to state or federal law may result in disciplinary action or charges being brought against District personnel who are found to engage in or permit such activities using District computers and networking facilities. Relevant state statutes are Section 16.04 Unlawful Access To Stored Communications And Section 33.02 Breach Of Computer Security.
19. CISD staff may not use district-owned electronic resources and Internet access to acquire and/or bring through the District's network obscene, offensive, or objectionable material. Access to Internet sites will be monitored and tracked by system administrators.
20. All CISD will be required to comply with the district's document retention policies and procedures, including the retention of digital communications.
21. Canadian ISD shall not take technology equipment home without sign-out documentation from their respective building.
22. Individual buildings may establish additional policies regarding the usage of computers, which are published in staff handbooks.

Violators of the Acceptable Use Policy will be subject to immediate dismissal or non-renewal of the employee's contract.

I have read the district's Internet policy and above requirements and agree to follow District guidelines.

Teacher/Employee Signature	Printed Name
School	____/____/____ Date
Principal's Signature	____/____/____ Date