

MINEOLA INDEPENDENT SCHOOL DISTRICT

Acceptable Use Policy For district technologies

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Equity and Availability of Access

The enhancements to learning made possible by the use of technology are or will be made available to all students in all district schools, consistent with sound educational practice. No student shall be denied access because of gender, race, religious affiliation, age, ability level, socio-economic level, language differences, handicapping condition, or other exceptionalities. Instead, educators determine what technologically-assisted instruction is appropriate for students within the context of their total learning process.

Access to Mineola Independent School District's (MISD) electronic communications system(s) 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(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with district policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by MISD.

Access to MISD's electronic communication system(s) will be governed as follows:

- With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to MISD's system (s).
- Any system users identified as having violated district, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with district policies and regulations.

Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of MISD. MISD and all users of the Internet must comply with existing rules and the acceptable use policies described in this document.

- Applying for a user ID under false pretenses is a punishable disciplinary offense.
- Sharing your user ID with any other person is prohibited. In the result that you do share your user id with another person, you will be solely responsible for the actions that other person appropriated.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Attempts to evade or change resource quotas are prohibited.
- Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
- Use of facilities and/or services for commercial purposes is prohibited.
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.

Monitored Use

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees **shall not be considered confidential and may be monitored at any time by designated staff** to ensure appropriate use for educational or administrative purposes.

At no time will a student have access to MISD's system without the supervision of a staff member.

Training

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of MISD's acceptable use guidelines. Training in the MISD's system(s) will emphasize ethical use of the system(s) resources. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Copyright

Copyrighted software or data may not be placed on any system connected to MISD's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorize may upload copyrighted material to the system(s).

System Coordinator Responsibilities

The system coordinator(s) (Principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable district policies and acceptable use guidelines for MISD's system(s).
2. Ensure that all users of the MISD's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator.
3. Ensure that all employees supervising students who use MISD's system(s) provide training emphasizing the appropriate uses of these resources.
4. Be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).
5. Be authorized to set limits for disk utilization on the system(s), as needed.
6. Ensure all students are educated about appropriate online behavior including social networking sites, chat rooms and cyber bullying awareness.

Individual User Responsibilities

The following standards will apply to all users of MISD's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with district policies and regulations:

System(s) Conduct

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district Policy.
2. **System users may not use another person's ID or password.**
3. System users shall maintain electronic information in accordance with established guidelines.
4. **System users may not upload programs to MISD's system(s) without appropriate authorization.**
5. System users may not knowingly bring prohibited materials into MISD's electronic communication system(s).
6. **System users must report inappropriate activity on the network**, including the internet, to their Building Principal and System Coordinator.
7. **System users will check daily their assigned electronic mail account.**
8. **Maintain the privacy of all staff and students private and personal information.**
9. **Closely monitor all student computer usage which might violate the Student Acceptable Use Policy or Student Code of Conduct.**
10. **System users are responsible for the care of all equipment issued, both fixed and mobile, in their possession/classroom. Equipment must be returned upon request of the District immediately.**
11. **System users must refrain from accessing chat rooms, blog postings, and personal/social websites on the internet.**

System(s) Etiquette

1. *Be polite.* Never send, or encourage others to send, abusive messages. Be mindful that messages typed in all caps are the equivalent of shouting and considered rude.
2. *Use appropriate language.* 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.
3. *Privacy.* Do not reveal your home address or personal phone number or the address and phone number of others.
4. *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. Personal advertisements, chain email, and unsolicited email are prohibited.
5. *Disruptions.* Do not use the network in any way that would disrupt use of the network by others. i.e. Listening/watching streaming music/video other than for educational purposes.

Users who violate these standards may be subject to disciplinary action in accordance with district policy and/or legal actions.

Security

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. Decryption of system or user passwords is prohibited.
3. The copying of system files is prohibited
4. Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.
5. Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.
6. The willful introduction of computer “viruses” or other disruptive/destructive programs into the organization network or into external networks is prohibited.

Vandalism Prohibited

Any malicious attempt to harm or destroy district equipment or materials, data of another user of MISD’s system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of district policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

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 interference with the ability of other system users to send/receive electronic mail is prohibited.

Limitation, Termination, and/or Revocation of System User Access

MISD may limit, suspend or revoke a system user’s access to MISD’s electronic communication system(s) upon violation of district policy administrative regulations regarding acceptable use.

Warning

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

Disclaimer of Liability

MISD shall not be liable for the users’ inappropriate use of the MISD’s electronic communication 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.

The Superintendent or designee will oversee the MISD’s electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the MISD’s electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee.

MISD's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Disclaimer of Reliability

MISD's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied with respect to any services provided by the system(s) 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.

Appendices

- A. Parent Letter for System Access to the Internet**
- B. Parent/Student Agreement Form(s) for System Access to the Internet.**
- C. Employee Agreement Form(s) for Participation in an Electronic Communications System(s).**

Parent Letter for System Access to the Internet

Dear Parents:

Your child has an opportunity to participate in the Mineola Independent School District's electronic communications system(s) 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 the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communication system(s), your child will have access to hundreds of databases, libraries, and computer services all over the globe.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in 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 you may find objectionable. While the District 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.

Our staff will incorporate online safety training into the curriculum at all grade levels to address appropriate online behavior including social networking sites, chat rooms and cyber bullying.

Please return the attached form indicating your permission or denial of permission for your child to participate in the District's system access to the Internet.

Sincerely,

Principal Signature

MINEOLA INDEPENDENT SCHOOL DISTRICT

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and peoples around the world through the Internet and other electronic information system/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District Policy, Administrative Regulations, and Agreement Form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across the areas of adult content and some material that you or your parent might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You may be assigned an individual account, if you have a signed acceptable use policy on file, you are then responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes under the direction and supervision of Mineola I.S.D staff.
- You will be held responsible at all times for the proper use of your account, and Mineola I.S.D. may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Posting personal information about you or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system. i.e. streaming video, music or gaming
- Gaining unauthorized access to restricted information or resources.
- Using 3 Party Proxies to gain access to material via the internet currently being restricted by the District Proxy/Firewall.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

**MINEOLA INDEPENDENT SCHOOL DISTRICT
2017-2018 STUDENT AGREEMENT FOR THE ACCEPTABLE USE OF THE ELECTRONIC
COMMUNICATIONS SYSTEM**

PLEASE COMPLETE THE FOLLOWING FORM (S) AND RETURN TO THE TEACHER FROM WHOM YOUR STUDENT RECEIVED THIS PACKET. This policy can also be seen on the school website.

STUDENT

Name _____ ID# _____ Graduation Year _____

User Name- First NameLast Initial (**Print- No Spaces**) _____

School _____

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read Mineola Independent School District's electronic communication system(s) policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in limitation, suspension or revocation of the District's system access.

Student's signature _____ **Date** _____

PARENT/GUARDIAN

I have read Mineola Independent School District's electronic communication system(s) policy and administrative regulations. In consideration for the privilege of using Mineola Independent School District's electronic communication system(s), and in consideration for having access to the public networks, I hereby release the Mineola Independent School 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 damages identified in the District's policy and administrative regulations.

I (give) (do not give) permission for my child to participate in the District's system access to the Internet and certify that the information contained on this form is correct.

I (give) (do not give) permission for my child's photograph/work to be published on the District's web page located at www.mineolaisd.net.

Signature of parent/guardian _____

Date _____

MINEOLA INDEPENDENT SCHOOL DISTRICT EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to Mineola I.S.D.'s electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District Policy, Administrative Regulations, and Agreement Form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material that you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- Report inappropriate activity immediately to the building Principal and Technology Director.
- Check school's electronic mail daily.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system i.e. streaming music, large downloads, or participation in a chat room.
- Gaining unauthorized access to restricted information or resources.
- Installing personal software or software not purchased by the District.
- Use related to commercial/personal gain via email or internet.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with District policies and applicable laws.

(Over)

I understand that my computer use is not private and that the District **will monitor my activity** on the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's 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 use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

The undersigned Employee acknowledges that he/she has been issued the attached equipment for use in connection with his/her employment with Mineola Independent School District. The Employee acknowledges that he/she is responsible for the care of this equipment, reporting any changes to location or problems and for returning this equipment to the District upon request. Subject to Education Code § 31.104(e), the Employee is responsible for reimbursing the District for any loss or damage to the equipment caused by the Employee. This agreement will be updated as equipment is issued or returned.

Agreed:

Signature: _____ Date: _____

Printed Name: _____

Campus Assignment: _____