

CANYON ISD ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATION SYSTEM ACCESS

Canyon ISD makes a variety of communications and information technologies available to students and District employees through an Electronic Communications System that includes, but is not limited to, computer, network, and Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating educational research, resource sharing, innovation, and communication within the District. Students may be given access to the District's Electronic Communications System for educational purposes.

With this educational opportunity comes responsibility. The availability and use of the Electronic Communications System is not a right, but a privilege intended to enhance the curriculum established by the District. District and/or campus administrators will deem what use is acceptable and what is inappropriate; all decisions will be final and supported by the administration of Canyon ISD. Commercial use is strictly prohibited.

Please note that the Internet access is part of the District's Electronic Communication System. The Internet is a network of many types of communication and information networks, which are frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to students (or their parents). While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and acceptable use.

The parent or legal guardian of a student user is required to acknowledge receipt and understanding of acceptable use of the District's Electronic Communications System as part of their review of the Student Handbook. The parent or legal guardian and the student must sign the acknowledgement form consenting to the terms and conditions in this acceptable use document before a student can be given access to the Electronic Communications System.

I. Copyright

- A. CISD expects all computer users to abide by all copyright laws and license agreements pertaining to software packages used in the district. Non-compliance with this Acceptable Use Policy includes unauthorized use of copyrighted material, including violating district software licensing agreements.
- B. Students and/or faculty will not be permitted to load or download any computer software without the written consent of the campus principal or a designee thereof.
- C. Copying of district owned or personal software is strictly prohibited.
- D. Plagiarizing information from the Internet is an act of theft. Any student caught plagiarizing will be subject to the disciplinary action outlined in the Student Code of Conduct.

II. Security

- A. Only students authorized to use a computer account may do so.
- B. A secure password will be maintained at all times. Students must keep their passwords confidential.
- C. Access or the attempt to gain access to passwords or restricted areas will result in termination of computer privileges and/or any other penalty determined by the computer administrators.
- D. Users of the campus computer system have a responsibility to inform a campus administrator if a security problem is suspected or identified.
- E. To maintain security, the district reserves the right to review personal files at anytime. A search will be conducted if there is sufficient suspicion or evidence to warrant an investigation. This will be determined by the campus principal.
- F. E-mail accounts are subject to parental inquiries at any time, and the contents of their child's, but only their child's, account can and will be disclosed. The request must be in writing.
- G. Knowingly or inadvertently spreading a computer virus will result in a suspension of computer privileges and will be subject to the Student Code of Conduct.
- H. The modification, damage, or destruction of software is prohibited.
- I. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- J. A student knowingly bringing prohibited materials into the school'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 the Student Code of Conduct.

III. Personal Safety

Every effort is made to maintain the integrity of the computer system and to protect the students from unacceptable materials by providing a well-structured and safe learning environment. Responsibility for personal safety lies with the user by:

- A. Not giving their real name, address, or phone numbers.
- B. Not agreeing to meet with someone who has been met on the Internet without parental knowledge or approval.
- C. Not releasing school information such as addresses or phone numbers.
- D. Realizing that all information is not always accurate or truthful.
- E. Reporting any message or site that the user feels is inappropriate or undesirable.

IV. District Website

- A. The district will establish a website and will develop web pages that will present information about the district. The Director of Instructional Technology will be designated the webmaster, responsible for maintaining the district website. Webmaster classes at Canyon and Randall High Schools will do production and edit work for the district and campus web pages.
- B. Schools and classes may establish web pages that present information about the school or class activities. The campus principal will be responsible for managing the school website.

V. Internet Access

- A. An account agreement must be signed by both parent and student before the student will be allowed access to the Internet. Parents have the right to withdraw permission at anytime.
- B. Any material produced to be placed on the Internet must be approved by the campus principal. All materials must relate to school or educational activities.
- C. All eligible students will have equal access to the Internet resources. Exploration of the Internet for educational purposes is encouraged, but no single user should monopolize a computer or the network it uses. Personal files may be removed if total system space becomes low.
- D. An Internet account may not be used for any commercial purpose.

VI. Netiquette

All users are expected to abide by rules of etiquette when using the network. Following is a list of examples, but the rules are not limited to only these.

- A. Politeness. Verbal abuse is not acceptable.
- B. Appropriate language must be used at all times. The Student Code of Conduct rules apply to language used on the Internet.
- C. Illegal activities are strictly forbidden, and Code of Conduct rules will be enforced.
- D. Personal addresses, phone numbers, and information of students and faculty should not be released on the Internet or through e-mail. No e-mail should be considered private.
- E. Any use of the network that disrupts the ability of others to successfully use the network is prohibited.
- F. Subject headings in e-mail transmission should be used and stated clearly.
- G. Wording should be chosen carefully because context clues or voice inflections are not conveyed over the net.
- H. Harassment, as defined in the Student Code of Conduct, is strictly prohibited and will be dealt with in accordance with CISD policy.
- I. False, defamatory, and/or inflammatory information about another person or information that will damage or disrupt the system is prohibited.
- J. Use related to commercial activities or for commercial gain, or the advertisement for purchase or sale of a product is prohibited.
- K. Participating in chat rooms other than those sponsored and overseen by the district is prohibited.

VII. Vandalism

- A. Vandalism is the malicious attempt to destroy or harm district data or hardware, data of another user of the district's system or any users connected to the Internet. This includes, but is not limited to, the uploading of viruses and worms, or "hacking", i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
- B. Deliberate attempts to degrade or disrupt system performance may be viewed as violation of district policy and Student Code of Conduct and, possibly, as criminal activity under applicable state and federal laws.
- C. Monetary responsibility lies with the student and/or parent if repair or replacement of software or hardware is necessary if the damage was caused by careless use or vandalism.

- D. It is the user's responsibility to report any misuse of software or hardware to the campus administrators, teacher, or teaching assistants. Knowingly withholding or suppressing information about vandalism could result in loss of computer privileges and disciplinary action.
- E. Programs developed to harass are strictly prohibited and will result in loss of computer privileges and disciplinary action.
- F. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages is prohibited.
- G. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware or software costs.

VIII. Consequences of Inappropriate Network Behavior

- A. Suspension of access to the District's Electronic Communication System
- B. Revocation of the District's Electronic Communications System account(s); and/or
- C. Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

IX. Disclaimer

A. Canyon ISD makes no guarantee that the system and services provided will be fault proof or without defect and will not be held responsible for the accuracy or quality of any information obtained via the Internet. The district will not be held responsible for any damage that may occur, including but not limited to loss of information, interruption of data, accuracy of data, quality of data obtained or stored on the system. Canyon ISD will not be held responsible for any financial obligations arising through unauthorized purchases or commercial ventures on the system.

B. Every possible precaution is taken with the privacy of the user in mind, but all persons should realize that the Internet is not a secure network and that electronic communication, including e-mail, is not always completely private. The campus and CISD accept no responsibility for any damage done directly or indirectly by the inadvertent mishandling of e-mail.