

## **ECTOR INDEPENDENT SCHOOL DISTRICT**

### **2018-2019 ACCEPTABLE USE POLICY**

Computers and network systems put enormous power at the fingertips of all users; however, they also place responsibilities on all users. Ethical questions surrounding computers and the networks are no different than those in other spheres of our lives. By deploying a filtering system, EISD will make every effort to protect students, faculty, and staff from any misuses or abuses as a result of their experience with an information service. This places EISD in compliance with CIPA (Children's Internet Protection Act). EISD staff members shall report to the Superintendent or campus Principal any incidents of unauthorized or unacceptable access or use, including names of those responsible, if known. The following are computer ethics that are to be adhered to by all technology users in EISD.

#### **Accounts**

- Faculty and Staff will have a personal account to access our networked computer system, which includes the Internet and e-mail for faculty and staff only.
- Students do not have user accounts nor should they be using e-mail through the Ector ISD system unless it is authorized by the campus Principal or Superintendent.
- Internet access is filtered through Region 10. All Internet calls from each and every computer in our system are routed through the filtering server by our network.

**You and your child's signatures will indicate acknowledgement and understanding of the following standards:**

#### **Network Guidelines**

Computers in education have grown to be an indispensable tool in the classroom. But to maintain the availability of this tool at a very high level, it is imperative that proper supervision be exercised at all times.

- Computer use must be in support of education and research consistent with district policy. Users shall not use the computers or networks for any purposes other than legitimate learning purposes. Users also must not use a computer for unlawful purposes, such as illegal copying, installation, or storage of software.
- Computer use for commercial purposes is not acceptable. Learn to properly credit any Internet sources just as you would conventional textbooks.
- All files and programs on the computer belong to someone. Users shall not erase, rename, or use someone else's files or programs.
- It is unacceptable to waste school resources through improper use of the system (excessive printing of personal work or modifying a computer's settings are two examples).
- Users shall not deliberately use the computer to annoy or harass others with unacceptable, obscene, or objectionable information, language, or images. I will also not give out any personal information about myself or anyone else.
- Users shall not intentionally damage the system, intentionally damage information not belonging to them, intentionally misuse system sources, or allow others to misuse systems resources.
- Users shall not tamper with the computers, networks, printers, or other associated equipment.
- Devices (flash drives, CD/DVD's, etc.,) provided by students wanting to bring in outside data or to take data from our computer system are not allowed, because of potential virus problems.
- No students or other children are permitted to work on computers unsupervised, at any time.
- Unauthorized use of copyrighted software or other copyright protected material found on the Internet is prohibited without the written permission of the copyright holder.
- No software may be loaded on any school computer.
- Do not download or activate any e-mail software or programs on the computers. Do not participate in any chat rooms or news groups.

- Do not attempt to gain unauthorized access to Ector ISD's district network resources or to any other computer system.
- Do not make any a deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- I understand that Internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

### **Plagiarism and Copyright Infringement**

- I will not plagiarize works that I find on the Internet or on the computers at EISD. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- I will respect the rights of copyright owners. Copyright infringement occurs when I 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.

### **Privileges**

- Access to the school computers and to the Internet is **not a right but a privilege**. If the user damages software or hardware, then the user will be assessed a damaged fine.

### **Privacy and Administrators'/Technology Specialists Access to User Files**

- Ector ISD is a public entity; therefore, all electronic files are subject to inspection. Network storage use and access will be treated like school lockers, which will be subject to inspection.

### **Computer Etiquette**

- Use the computer systems properly and sensibly: Do not bang on the computers, keyboards, or any other peripherals.
- Users are expected to use common courtesy, politeness, and the avoidance of vulgar language.
- Do not give out any personal information over the Internet.
- Log off your computer when you are finished working.
- Any breach of computer security by hacking, propagating (spreading) of viruses, or attempting unauthorized access to data is a serious offense and will be dealt with accordingly.

### **Penalties**

- Inappropriate conduct on the computer system will be subject to disciplinary action in conformity with the Ector Public School Policy handbook and the disciplinary policies of the individual campuses.
- Any user violating these policies, applicable state and federal laws, or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions up to an including criminal prosecution.

*(Please read the attached AUP, sign and return this page to your campus)*

**EISD ACCEPTABLE USE POLICY**

**2018 - 2019 AGREEMENT FORM**

In order to make sure that all members of the EISD school system/community understand and agree to these rules, EISD asks that you and a parent/guardian sign the following statement:

I understand that the computer is not private and that the District will monitor my activity on the computer system. I accept that staff may review files and communications to ensure that users are using the system responsibly. I do not expect that files stored on diskettes, servers, or local hard drives would always be private.

I have read the District's Acceptable Use Policy and administrative regulations and agree to abide by these 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 or any nature arising from my use or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Student's Name (Please Print) \_\_\_\_\_

Classification (Grade Level) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian signature \_\_\_\_\_

Photographs of my child may be electronically displayed and published by EISD

\_\_\_\_\_ Yes

\_\_\_\_\_ No

***This form will be retained on file in the campus office***