

ODEM-EDROY INDEPENDENT SCHOOL DISTRICT

RESPONSIBLE USE OF TECHNOLOGY RESOURCES

TERMS AND CONDITIONS FOR USE

Please read the following carefully before signing the attached contract.

PURPOSE:

Odem-Edroy Independent School District (OEISD) offers a telecommunications network ("the network") to students, educators and community people for the sole purpose of education. The network is funded by local resources. The school district leverages funds from Universal Services Administration Company-School and Library division (E-rate) and other grant and service providers to assist in the cost. OEISD is proud to provide these services and believe that these resources offer vast, unique, and diverse resources to the whole community.

Services include

- ✓ local area network connecting district computers by wire and wireless to district network resources and the Internet;
- ✓ public wireless network connection allowing Internet access to non-district owned devices;
- ✓ videoconferencing to promote sharing of educational resources with surrounding schools and remote locations;
- ✓ computers for use by students, teachers and staff;
- ✓ locally housed employee email and web based student email for communication;
- ✓ web services;
- ✓ automated dialing services for mass communication with parents;
- ✓ network printing;
- ✓ educational and productivity software.

While the connection to the outside world has many benefits, there are also perils associated with the connection to the rest of the world. Sensitive information must be preserved, individual rights must be respected and the equipment must be protected from external and internal damage.

OEISD has taken precautions, which restrict user access to information and controversial materials as required by **the Children's Internet Protection Act (CIPA)**. OEISD annually offers students training on proper actions on the Internet including disclosure of information as required by . OEISD annually **Protecting Children in the 21st Century Act Amendment**

. However, on a global network, it is impossible to control all materials and actions. To maintain a healthy environment on "the network", proper conduct and strict adherence to guidelines by the end user are required. In general this requires ethical, efficient and legal utilization of the resources. Users who violate any of these provisions will be punished and may lose their account and denied access in the future.

Each year all persons using Technology Resources at OEISD will be required to review these terms and provide documentation that they agree to conform to the terms.

TERMS AND CONDITIONS:

- 1) The user agreement form consists of three parts. Starting the second week of classes Network resources will be denied to any user that has not indicated they have read and agree to the policies.
 - A. **ACCEPTABLE USE POLICY:** Failure to sign or selecting the rejection statement will result in deactivation of the user's account or restriction to limited local computer resources.
 - B. **INTERNET AGREEMENT:** Failure to sign or selecting the rejection statement will result in the user being blocked from all Internet resources. The user will still have access to computer resources and resources that are on the local network.
 - C. **DIGITAL IMAGE AGREEMENT:** Prior to having their image used in a video-conference, posted on a web page or transmitted in any manner, an individual must sign and agree to this statement. Full student names will not be posted on a web-site that is available outside the school district. The district will not use the web-site to post addresses or phone numbers of students.
- 2) **IDENTIFICATION.** All network users are required to use a pre-assigned username and password to access the network and resources. Do not use or allow others to use account information that is not your own. A "log-in" is identified by the account name and password, the individual will be held responsible for all actions of his/her account. Use of another user's credential is considered a violation of this policy.
- 3) **PRIVILEGES.** The use of "the network" is a privilege not a right. Inappropriate use may result in permanent cancellation of those privileges. Based on the acceptable use policies in this document, the system administrator may close an account when necessary. The administration or the School Board may direct the system administrator to deny, revoke or suspend specific accounts.
- 4) **USER GUIDELINES.** All use of "the network" must be in support of education. Any use of "the network" for commercial or for-profit purposes is expressly prohibited. Extensive use of "the network" for personal and private business is prohibited. Attempting to circumvent network security is prohibited.
 - A. Digital Citizenship - Each user is expected to abide by the generally accepted rules of digital citizenship. These include but are not limited to:
 - a) Be polite. Do not write or send abusive messages or materials to others.
 - b) All people do not have the same access to technology. All technology users should be treated the same.
 - c) Use appropriate language. Do not swear; use vulgarities or other inappropriate language. Typing e-mail in capital letters is considered rude.
 - d) Do not respond to any communication that is mean or improper.
 - e) Do not reveal address or phone numbers to people on the Internet.
 - f) Immediately report communication that makes you feel uncomfortable.
 - g) Do not use "the network" in such a way that would disrupt services to others.
 - h) Electronic Mail (e-mail) is not guaranteed to be private. Do not send information via e-mail that is private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - i) All communications and information accessible via "the network" should be assumed to be public property.
 - j) Do not circumvent network security protocol. Downloading and installing software is prohibited. Circumventing firewalls, anti-virus and other security systems is prohibited.
 - k) Students are not allowed to make online purchases; employees are allowed to make school purchases online.
 - l) Not all information on the Internet is true, users are required to verify sources.
 - m) Balance technology use with other activities.
 - n) Understand that along with technology rights comes responsibility in actions as well.
 - B. **SECURITY** - If you discover a possible security problem, immediately report the problem to the system administrator. **DO NOT** demonstrate the problem to others. Users are prohibited from "hacking" or "breaching network security" of this or any other network. Any user identified as a security risk may have the account disabled.

- C. **COPYRIGHT** - Respect and protect the intellectual property of others. Users will not use "the network" or its components to violate the copyright of any material. Please check the copyright rules of the materials you are using. More rules on copyright are found in the Employee and Student Handbooks.
 - D. **HARASSMENT**- No user will use "the network" to send hate mail or to send messages or materials that are pornographic, derogatory or discriminatory in nature. Students should report threatening or discomfoting material to the campus principal.
 - E. **SOFTWARE** - The software that the district believes is important to the education of the students is provided with your computer. If additional education software is required, notify the campus principal to schedule deployment.
 - F. **INAPPROPRIATE MATERIALS** - OEISD prohibits the access, viewing, transmission, copying, creation or publication of software, text, or video images that are pornographic or vulgar. Such acts are violations of the code of conduct and in some cases a violation of public law.
 - G. **OVERUSE/ABUSE** – While the resources of the network are adequate they are limited. Users should respect
 - H. **EMPLOYEE USE OF ELECTRONIC MEDIA** is covered in the Employee Handbook. ALL employees are required to comply with these policies
 - I. **STUDENT USE OF ELECTRONIC MEDIA** is covered in the Student Handbook.
- 5) **PERSONAL DEVICES** – OEISD provides a wireless connection for personal devices, no wired connection is provided.
- A. System users may not connect non-District purchased technology equipment to the Electronic Communications System.
 - B. Personal laptops are permitted for use by all staff and students. These personal laptops should only be connected to the district' public wireless network called public.
 - C. All users with personal wireless devices being used for instruction or other District business must use the District provided wireless network which is filtered according to the Children's Internet Protection Act (CIPA) requirements.
 - D. Personal wireless laptops are never to be plugged into the wired network. They are only authorized for wireless connectivity on the public network.
 - E. District mobile devices are never to be connected to non-District wireless services providers while on District property (e.g., MiFi, wireless cards, data cards, etc.)
- 6) **RELIABILITY** - OEISD and its collaborative partners make no warranty for the service it is providing. OEISD will not be responsible for any damages suffered because of loss of data, inappropriate information or interruption of service. Use of "the network" is at your own risk. OEISD is not responsible for the accuracy or quality of information that is obtained from sources on the Internet.
- 7) **SAFE USE OF EQUIPMENT** - To provide for a safe work and educational environment, always use technology equipment in a safe and appropriate manner. Electrical circuits should not be overloaded. In most areas, special power outlets are provided for computer use. **DO NOT** use these outlets for devices other than computers, monitors or speakers. Do not overload electrical circuits by using power strips or surge protectors. Due to the amount and function of electricity required to run laser printers, they should be on a separate circuit from computers and other technology equipment. Except in very temporary situations cables should not be run across the floor where people walk; in these cases the cords should be protected from wear with an appropriate cover and the cover should be attached to the floor to prevent tripping. Failure to follow these rules may result in removal of network equipment.
- 8) **VANDALISM**- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data, "the network", the equipment or the software that is associated with "the network". This includes developing or loading a virus. OEISD may file criminal charges on individuals that vandalize any property of OEISD.
- 9) **UPDATING INFORMATION** - In the event that your user information changes, please notify the system administrator by e-mail. Name changes will not be made to user accounts while school is in session.

RECOMMENDED DISCIPLINE.

The violations listed are not all-inclusive, but are representative and illustrative.

A user who commits an act of misconduct, which is not specifically listed, may also be subjected to disciplinary action.

If a student is receiving Special Education Services, applicable State and Federal guidelines may be followed.

Appropriate actions for offenses that are deemed Misuse of Access Privileges may include:

FIRST OFFENSE-

- (1) Counseling provided on proper procedure prior to being permitted to access computer
- (2) Confiscation of Inappropriate Materials
- (3) Restitution/Restoration
- (4) Teacher/Administrator conference
- (5) Assignment to ISS (for student)

SECOND OFFENSE-

- (1) Loss of Internet privileges for three weeks
- (2) Confiscation of Inappropriate Materials
- (3) Teacher/Administrator conference
- (4) Restitution/Restoration
- (5) Assignment to ISS (for students)

THIRD OFFENSE -

- (1) Loss of Internet privileges for the remainder of the year
- (2) Confiscation of Inappropriate Materials
- (3) Teacher/Administrator conference
- (4) Restitution/Restoration

These are guidelines an equitable system of discipline will be enforced by a campus administrator.

REFERENCES – this document is a compilation of information and policies from various locations developed over several years. The information while similar to other organizations has been arranged to fit the needs of Odem-Edroy ISD. The following are some resources that were used in creating this document.

- <http://www.digitalcitizenship.net/>
- <http://www.fbi.gov/stats-services/publications/parent-guide/parent-guide>
- <http://www.fcc.gov/guides/childrens-internet-protection-act>
- Campus Student Handbooks
- Employee Handbook
- Board Policy (DC,DF,DG,DH,EFE,FFI,FL,FFG,FFH,GBA,GRA)

• **ODEM-EDROY INDEPENDENT SCHOOL DISTRICT
USER AGREEMENT FORM**

Read the policy before you sign. This system was selected to provide you with the best method of customizing the use of "the network" to your needs. The signature of a parent or guardian is required for students. Select the appropriate options by initialing in the space provided. After initialing an option for each of the statements, sign and date the form at the bottom.

<p>ACCEPTABLE USE POLICY STATEMENT</p> <p>I have read the Odem-Edroy Independent School District Technology Resources Terms and Conditions and will abide by the stated terms and conditions. I understand I will be allowed to utilize network services provided by Odem-Edroy Independent School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that Odem-Edroy I. S. D. monitors all activities on the network. Should I commit any violation my access privileges may be revoked, disciplinary and possible legal action may be taken.</p> <p style="text-align: center;">OR</p> <p>I have read the Odem-Edroy Independent School District Technology Resources Terms and Conditions and do not wish to have access to telecommunication.</p>	<p>Initial</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div>
<p>INTERNET AGREEMENT STATEMENT</p> <p>I have read the Odem-Edroy Independent School District Telecommunications Network Terms and Conditions and I wish to be given access to the Internet. I understand that Odem-Edroy Independent School District implements measures that are designed to protect me from viewing material that is inappropriate; however, there is no guarantee that all of the material on the Internet is appropriate. I understand that it is my responsibility to use the Internet for educational purposes only and to follow rules of digital citizenship that apply for the Internet.</p> <p style="text-align: center;">OR</p> <p>I have read the Odem-Edroy Independent School District Technology Resources k Terms and Conditions and do not wish to have access to the Internet.</p>	<p>Initial</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div>
<p>PHOTOGRAPH AND DIGITAL IMAGE STATEMENT</p> <p>I will allow Odem-Edroy to use my photograph/digital image in publications (electronic or other). Odem-Edroy will use the image in an appropriate manner that actually depicts me without altering the photograph. I understand that beyond the original publication of my image, Odem-Edroy Independent School District is not responsible for the use of my photograph/digital image. I further understand that Odem-Edroy Independent School District reserves the right to use my photograph/digital image for future use provided it is not altered or used in an inappropriate manner.</p> <p style="text-align: center;">OR</p> <p>I do not wish to have my photograph publicly used in any form.</p>	<p>Initial</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div>

SIGNATURES

<i>Print User Name</i>	<i>User Signature</i>	<i>Date</i>
<i>Parent/Guardian if user is a student</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>