

Appendix B
PATTON SPRINGS INDEPENDENT SCHOOL DISTRICT
ACCEPTABLE USE POLICY

Definitions

The term **inappropriate material** is defined as material that is obscene, illegal, unethical, harmful to minors, or otherwise inappropriate for educational uses.

Network Use

The Patton Springs Independent School District local and wide area networks provide high speed access to local data and services as well as the Internet. All users will be assigned a username and password and will be provided a secure private folder on a fileserver to store files and data. Student folders are accessible by all teachers and administrators but not by other students. Teacher and staff folders are only accessible by the teacher or staff member assigned to that folder. The technology coordinator will have access to all data folders on all file servers except email storage folders. It is forbidden for any user to log into the network using a username other than their own.

Internet Use

The Internet is a vast, global network, linking computers at universities, public and private schools, science labs, libraries, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail (E-Mail). In addition, many files are available for downloading on the Internet, many of which are of educational value. Access to these resources can yield individual and group projects, collaboration, curriculum materials, and idea sharing not found in schools without Internet access. Because class, race, ability, and disability are removed as factors in communication while using the Internet, it is a natural tool for addressing the needs of all students.

However, with such great potential also comes some potential abuse. It is the purpose of this list of guidelines, as well as the contract for online use, to make sure that all who use the Patton Springs ISD Internet connection, both students and faculty, use this valuable resource in an appropriate manner.

Part of the Districts' responsibility in preparing students for the 21st century is to provide them access to tools they will be using as adults. We believe that use of this global information network is one of those tools. We will strive to teach your child about his or her role as a "network citizen" and the code of ethics involved with this new "global community." Students will only use the Internet under the direct supervision of an adult. No student will be given an account to access the Internet directly. In other words, all students can only access a "filtered" Internet.

The District's system will be used only for educational purposes consistent with the Districts' mission and goals. Commercial and/or personal use of the District's system is strictly prohibited. Failure to abide by these regulations shall result in suspension of the Internet account, pending administrative review and disciplinary actions which may include, but is not limited to, the revocation of the privilege of use.

The most important prerequisite for Patton Springs ISD student/staff to receive an Internet account is that he or she takes full responsibility for his or her own actions. Patton Springs ISD will not be liable for the actions of anyone connecting to Internet through this hook-up. All users shall assume full liability, legal, financial, or otherwise, for their actions.

In addition, Patton Springs ISD takes no responsibility for any information or materials that are transferred through the Internet. All data and information should be considered on its own merits on an as-is basis. The District has no control over the inherent quality of information and files found on the Internet.

Patton Springs ISD makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Patton Springs ISD shall not be liable for any loss or corruption of data resulting while using the Internet connection.

Because of the size of Internet, many kinds of materials eventually find their way onto the system. If a user is observed downloading non-educational material from the Internet or observing inappropriate material (i.e. obscene messages, obscene pictures, occult material and occult pictures etc.) on the Internet, their Internet privileges will be revoked.

No user shall allow other individuals to use their account. In addition, the user is not allowed to give out or share their password.

Patton Springs ISD reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Furthermore, Patton Springs ISD reserves the right to use electronic means to track and monitor use.

No student shall incur, or attempt to incur any financial obligation through the use of the Patton Springs telecommunication connection without prior written parental permission.

No student is allowed to use the Patton Springs Internet connection for transmitting or receiving e-mail from an account on a third party server such as Yahoo, Mail.com, Excite, Lycos, AOL, CompuServe, or other provider.

No student shall use the Patton Springs Internet connection to participate in chat rooms or messenger services.

No user shall use this telecommunication link to perform any act that may be construed as illegal or inappropriate, including the use of the link to gain unauthorized access to other systems on the network.

Patton Springs ISD users shall not be involved in illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through Internet, and any whose accounts are found to contain such illegal files, shall have their accounts revoked. Other disciplinary action may be administered. All users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

All federal copyright laws apply to materials located or transferred on the Internet or other online resources. Finally, all users should keep in mind that when they use Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

Teachers and staff who use the Internet with students will follow these same procedures. Computers in the Patton Springs Independent School District will all be equipped with filtering software designed to identify and prohibit access to sites that educators believe contain inappropriate material for students. It is important to remember, however, that no filtering system is perfect. Patton Springs Independent School District will not be held liable for inappropriate content that is not “captured” by the filtering system.

As a practical matter, it is not possible for the District to take responsibility for all information obtained through outside sources, including the Internet. Ultimately, all users must take responsibility for their own actions and take the necessary steps to safeguard themselves. Therefore, any user found repeatedly or intentionally visiting objectionable or inappropriate sites will have his or her Internet privileges revoked.

In order to qualify for an Internet account, a student must return an Internet Safety Contract with his or her signature, and that of a parent or guardian. It is the responsibility of the supervising teachers to insure that students are familiar with safe and polite use of the Internet.

Once signed, an Internet Safety Contract will stay in effect as long as the student is enrolled in the Patton Springs Independent School District. A new form should be signed annually, however, to remind students and parents of the guidelines set forth in this policy.

Internet Safety Guidelines

Adherence to the following guidelines will insure a positive and productive learning environment for all.

User expectations for use of the Internet

- Users shall not access material that is considered inappropriate.
- Users realize that not all information provided by the Internet is accurate.
- Users shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security or Internet filtering at any level.
- Users shall not engage in any illegal activities on the Internet including but not limited to gambling, pornography, unauthorized downloading of copyrighted materials, and other actions inappropriate to a educational environment.
- Users shall not use electronic mail, chat rooms, and other forms of direct electronic communications (i.e. AOL Instant Messaging) other than for school-related purposes.
- Users shall not engage in any commercial, political, or other activities that are not directly school related.
- Student users shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.
- Student users shall not download files from the Internet. Downloading of files from the Internet jeopardizes the health of the network by potentially introducing a computer virus and using large amounts of disk space. Therefore, downloading of files, and viewing or executing files sent as attachments to messages, may be done only with the prior consent of the supervising adult.

Report any misuse or abuse. Any student, faculty, or staff member seeing another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to the technology coordinator or administrator as soon as is reasonably possible. Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action, as indicated in the student and employee handbooks and code of conduct, may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Patton Springs ISD administration reserves the right to change these guidelines at any time without notice.

Patton Springs Independent School District

Student Internet Safety Contract

I, _____,

(print student's name)

have read and understood Internet Acceptable Use Policy and agree to adhere to all the guidelines listed. I realize that inappropriate behavior may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. I release the Patton Springs Independent School District from any liability or damages that may result from the use of its computers, software, networks, or the Internet. In addition, I accept full responsibility and liability for the results of my personal actions.

Student's Signature _____

Grade _____ Date _____

I, _____, the parent/guardian of the
above mentioned

(print parent or guardian's name)

student have read and understood the guidelines in this policy. I understand that my son/daughter is required to follow these guidelines. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for school-age children or young adults. Every reasonable effort will be made on the part of the faculty and staff of the Patton Springs Independent School District to supervise student access to such information; my son/daughter is ultimately responsible for restricting himself/herself from accessing inappropriate information.

Parent or Guardian's Signature _____

Date _____

Patton Springs Independent School District
Parent Permission for Publication of Student
Work/Pictures

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible web server. These publications would be accessible by anyone with Internet access.

Please check **one** of the following statements.

My child's work can be published on the Internet and photographs of my child can be published . _____

I would prefer that my child's work and picture **not** be published on the Internet. _____

Printed Student Name: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Patton Springs Independent School District
Employee Internet Safety Contract

I, _____,

(print employee's name)

have read and understood Internet Acceptable Use Policy and agree to adhere to all the guidelines listed. I realize that inappropriate behavior may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. I release the Patton Springs Independent School District from any liability or damages that may result from the use of its computers, software, networks, or the Internet. In addition, I accept full responsibility and liability for the results of my personal actions.

Student's Signature _____