

POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS

Avery ISD Complies with CIPA and COPPA Guidelines

The superintendent or designee will oversee the Avery ISD Electronic communications system.

The Avery ISD will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the Avery ISD system will emphasize the ethical use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the Avery ISD system without permission from the holder of the copyright *except under Fair use guidelines*. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyright material to the system.

No original work created by any Avery ISD student or employee will be posted on a web page under the Avery ISD control unless the Avery ISD has received written consent from the student and student's parent or employee who created the work.

No personal identifiable information about an Avery ISD student will be posted on a web page under the Avery ISD control unless Avery ISD has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and Avery ISD policy.

SYSTEM ACCESS

Access to the Avery ISD electronic communications system will be governed as follows:

1. As appropriate and with written approval of the immediate supervisor, Avery ISD employees will be granted access to the Avery ISD system.
2. Students in grades K-6 will be granted access to the Avery ISD system by their teachers, as appropriate. Students in grades 7-12 may be assigned individual accounts.
3. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
4. Passwords may be changed every 45 days.
5. Any system user identifies as a security risk or as having violated Avery ISD and/or campus use guidelines may be restricted to the use of the Avery ISD system.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the Avery ISD electronics information/communication system.

On-Line Conduct

1. The sole purpose of the Avery ISD technology, Internet, and e-mail is for education purposes only.
2. The system may not be used for illegal purposes, in support of illegal activities, for financial gain, any commercial or political activity or for any other activity prohibited by the Avery ISD policy and guidelines.
3. System users may not use another person's account without written permission from the campus administrator or Avery ISD coordinator, as appropriate.
4. Students may not distribute or disclose any personal information about themselves or others by means of the electronic communications system unless prior approval is granted by a monitoring teacher.
5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee on accordance with applicable copyright laws, fair use guidelines, Avery ISD policy, and administrative regulations.
7. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the Avery ISD, whether or not that was the user's intention.
11. System users may not waste Avery ISD resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy Avery ISD equipment, data, or data of another user of the Avery ISD system, or any other the agencies or other networks that are connected to the Internet is prohibited.

Deliberate attempts to degrade or disrupt system performance are violations of the Avery ISD policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but not limited to, the downloading or creating of computer viruses.

Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences as allowed by Avery ISD policy and state and federal law.

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, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the Avery ISD system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervision teacher.

A student knowingly bringing prohibited material into the school's electronic environment will be subject to suspension of access and/or modification of privileges on the Avery ISD system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited material into the school's electronic environment will be subject to disciplinary action in accordance with Avery ISD policies.

PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS

Participation in chat rooms and newsgroups accessed on the Internet is permissible for student, under appropriate supervision, and for educational purposes only.

NETWORK ETIQUETTE

Systems users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic, or racial slurs, and any other inflammatory language are prohibited.

3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures are prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Student disclosure of personal data is prohibited unless permission is obtained from the teacher.

SUSPENSION OF SYSTEM USER ACCOUNT

Suspension of an employee's or student's access for violation of Avery ISD policy or regulations will be effective on the date the principal or Avery ISD coordinator receives notice of the student withdrawal or of suspension of system privileges, or on a future date if so specified. Disciplinary action will follow Avery ISD policy according to offense.

DISCLAIMER

The Avery ISD system is provided as an "as is, as available" basis. The Avery ISD does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The Avery ISD 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.

Opinions, advice, service, and all other information expressed by system user, information providers, service providers, or third party individuals in the system are those of the providers and not the Avery ISD.

The Avery ISD will cooperate fully with local, state and federal officials in any investigation concerning or related to misuse of the Avery I SD electronic communications system.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the Avery ISD 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 data bases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the Avery ISD policy, administrative regulation, and agreement form and ask questions if

you need help in understanding them. Inappropriate system use will result in the suspension according to Avery ISD policy to use this educational tool.

Please note that the Internet is a network of many types of communications and information networks. It is possible that you may run across areas of content and some material you (or your parents) might find objectionable. While the Avery ISD 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.

- You will have access only through the teacher's account in K-6 and in grade 7-12 you may be assigned an individual account. You are responsible for not sharing the password for that account with others.
- The account is to be used for identified educational purposes only.
- You will be held responsible at all times for the proper use of the account, and the Avery ISD 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.

INAPPROPRIATE USES

- Use of the system for any other than educational use.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone number).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing material that is abusive, obscene, or sexually oriented, threatening, harassing, damaging to other's reputations.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

May include 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.

By **NOT** signing the following agreement, my child **WILL HAVE** access to the computers at Avery ISD. This acknowledges that my child will follow all the rules as stated in the agreement. Signing the following agreement, **WILL NOT ALLOW** my child computer access at Avery ISD.

STUDENT NON-AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND INTERNET

The Avery ISD holds the right to monitor and follow all the rules as listed. I agree to all these rules. If you **DO NOT** want your child to have access to computers or the internet please sign the agreement below. This must be signed and returned to the campus office no later than 10 days after enrollment. If you have questions about the computer policies please call the campus offices.

I **DO NOT** give permission for my child to participate in the Avery ISD electronic communications system. I release the Avery ISD from providing state mandated course curriculum, and course requirements necessary for graduation available through the Internet. I acknowledge this may interfere with my child's ability to graduate from Avery ISD. I have read the Avery ISD electronic communications system policy and administrative regulations. In consideration for my child using the Avery ISD electronic communications system, and in consideration for having access to the public networks. I hereby release the Avery ISD, it's operators, and any institutions with which they are affiliated from 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 damage identified in the Avery ISD policy and administrative regulations as long as the Avery ISD is following CIPA and COPPA guidelines.

Printed Name of Student: _____

Signature of Student: _____

Printed Name of Parent: _____

Signature of Parent: _____

DATE: _____