

BOVINA INDEPENDENT SCHOOL DISTRICT

NETWORK USE POLICIES

TELECOMMUNICATIONS NETWORK

TERMS AND CONDITIONS FOR USE

Please read the following carefully before signing the attached contract.

PURPOSE:

Bovina Independent School District (BISD) offers access to a telecommunications network ("the network") to students, educators and district staff for the sole purpose of education. While the connection to the outside world has many benefits, there are also problems 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. BISD has taken precautions, which restrict user access to information and controversial materials. However, on a global network, it is impossible to control all materials. 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.

By signing the Consent and Waiver form attached, the requester and his/her parent(s) or guardian(s) (if the requester is a student) agree to abide by these restrictions. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities together. Read this entire document before signing, as you would any legal document.

TERMS AND CONDITIONS:

ACCEPTABLE USE. A completed User Agreement Form **MUST** be on file at the campus Principal's office or Superintendent's office before network resources are available. Anyone not signing the Internet Agreement Statement will not be granted access to the network. Prior to having their image used in a videoconference, posted on a web page or transmitted in any manner, an individual must have a completed Photograph Release Statement. Names of students will not be posted on a web site that is available outside the school district.

ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited personal use of the system shall be permitted if the use:

Imposes no tangible cost on the District.

Does not unduly burden the District's computer or network resources.

Has no adverse effect on an employee's job performance or on a student's academic performance.

CHAT ROOMS AND SEARCHES

Participation in chat rooms, instant messenger, or internet based e-mail is NOT ALLOWED! Searching for inappropriate or lewd material will not be allowed. ANY STUDENT CAUGHT PARTICIPATING IN THESE WILL LOSE COMPUTER PRIVILEGES.

CONSENT

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. At no time will both student picture and name be posted together.

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception to this rule may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

CONSEQUENCES

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

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

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

COORDINATOR RESPONSIBILITIES

The technology coordinator for the District's electronic communications system (or campus designee) will:

Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.

Ensure that all users of the District's system complete and sign annually an agreement to abide by District policies and administrative regulations

regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.

Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.

Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system

Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Superintendent (include this item only in coordination with the District's choices in policy).

Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

Set limits for data storage within the District's system, as needed.

COPYRIGHT - 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. As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District 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 District 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, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

FILTER

The Superintendent will appoint a committee, to be chaired by the technology coordinator, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug

use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

The committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make recommendation to the Superintendent regarding approval or disapproval of disabling the filter for the requested use.

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.

INAPPROPRIATE MATERIALS - BISD prohibits the download, viewing, or publication of software, text, or video images that are pornographic or vulgar.

LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The Superintendent or designee will oversee the District's electronic communications system. The District 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 District's system will emphasize the ethical and safe use of this resource.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.

Pretending to be someone else when sending/receiving messages is considered inappropriate.

Transmitting obscene messages or pictures is prohibited.

Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.

Using the network in such a way that would disrupt the use of the network by other users is prohibited.

ON-LINE CONDUCT

The individual in whose name a system account is issued will be responsible at all times for its proper use.

The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system

Communications may not be encrypted. This is so as to avoid security review by system administrators.

System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.

Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.

Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.

System users must purge electronic mail in accordance with established retention guidelines.

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 in accordance with applicable copyright laws, District policy, and administrative regulations.

System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.

System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

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 District or school, whether or not that was the user's intention.

System users may not gain unauthorized access to resources or information.

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.

RELIABILITY - BISD makes no warranty for the service it is providing. BISD 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. BISD is not responsible for the accuracy or quality of information that is obtained from sources on the Internet.

SECURITY - 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. If you discover a possible security problem, immediately report the problem to the system administrator. DO NOT demonstrate the problem to others. No user is permitted to "hack" or break "the network" security. Any user identified as a security risk may have his account disabled.

SOFTWARE - The software that the district believes is important to the education of the students is provided with your computer. Users are prohibited from adding or deleting programs from the computers. This includes games, utilities and "Instant Messaging" programs. If additional education software is required, notify the campus principal to schedule deployment.

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.

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.

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. BISD may file criminal charges on individuals that vandalize any property of BISD.

WEB PAGES

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The technology coordinator and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the District.

No personally identifiable information regarding a student will be published on a Web site controlled by the District without written permission from the student's parent.

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 will be followed. These are guidelines and the campus administrator will enforce an equitable system for punishment for the campus.

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

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

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

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

FIRST OFFENSE-

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

SECOND OFFENSE-

- Loss of Internet/Network privileges for three weeks
- Confiscation of Inappropriate Materials
- Teacher/Administrator conference
- Restitution/Restoration
- Assignment to ISS (for students)

THIRD OFFENSE -

- Loss of Internet/Network privileges for the remainder of the year
- Confiscation of Inappropriate Materials
- Teacher/Administrator conference
- Restitution/Restoration

Dear Parents,

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,

Denise Anderson

Superintendent

Bovina ISD

Student Agreement for Acceptable Use of the Electronic Communications System

You are being given access to the District's 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 databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

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

RULES FOR APPROPRIATE USE

You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.

The account is to be used mainly for identified educational purposes, but some limited personal use is permitted.

You will be held responsible at all times for the proper use of your account, and the District 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

Using the system for any illegal purpose.

Borrowing someone's account without permission.

Posting personal information about yourself or others (such as addresses and phone numbers).

Downloading or using copyrighted information without permission from the copyright holder.

Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Wasting school resources through the improper use of the computer system.

Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- 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.

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

STUDENT SIGNATURE _____

GRADE _____

SCHOOL _____

DATE _____

PARENT OR GUARDIAN

I do not give permission for my child to participate in the District's electronic communications system.

I have read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child 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 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 District's policy and administrative regulations.

I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of student's parent or guardian _____

HOME PHONE _____

HOME ADDRESS _____

DATE _____

Bovina ISD

Release Form for the Electronic Display of Original Work

I, _____, give my permission for my work
to be electronically displayed and produced by the District.

The work to be displayed is:

Student's or employee's signature _____

Signature of student's parent or guardian _____

HOME PHONE _____

HOME ADDRESS _____

DATE _____

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Bovina ISD

Release Form for the Electronic Display of Personal Information

I, _____, give my permission for certain personally identifiable information about my child or a photograph of my child to be electronically displayed and produced by the District.

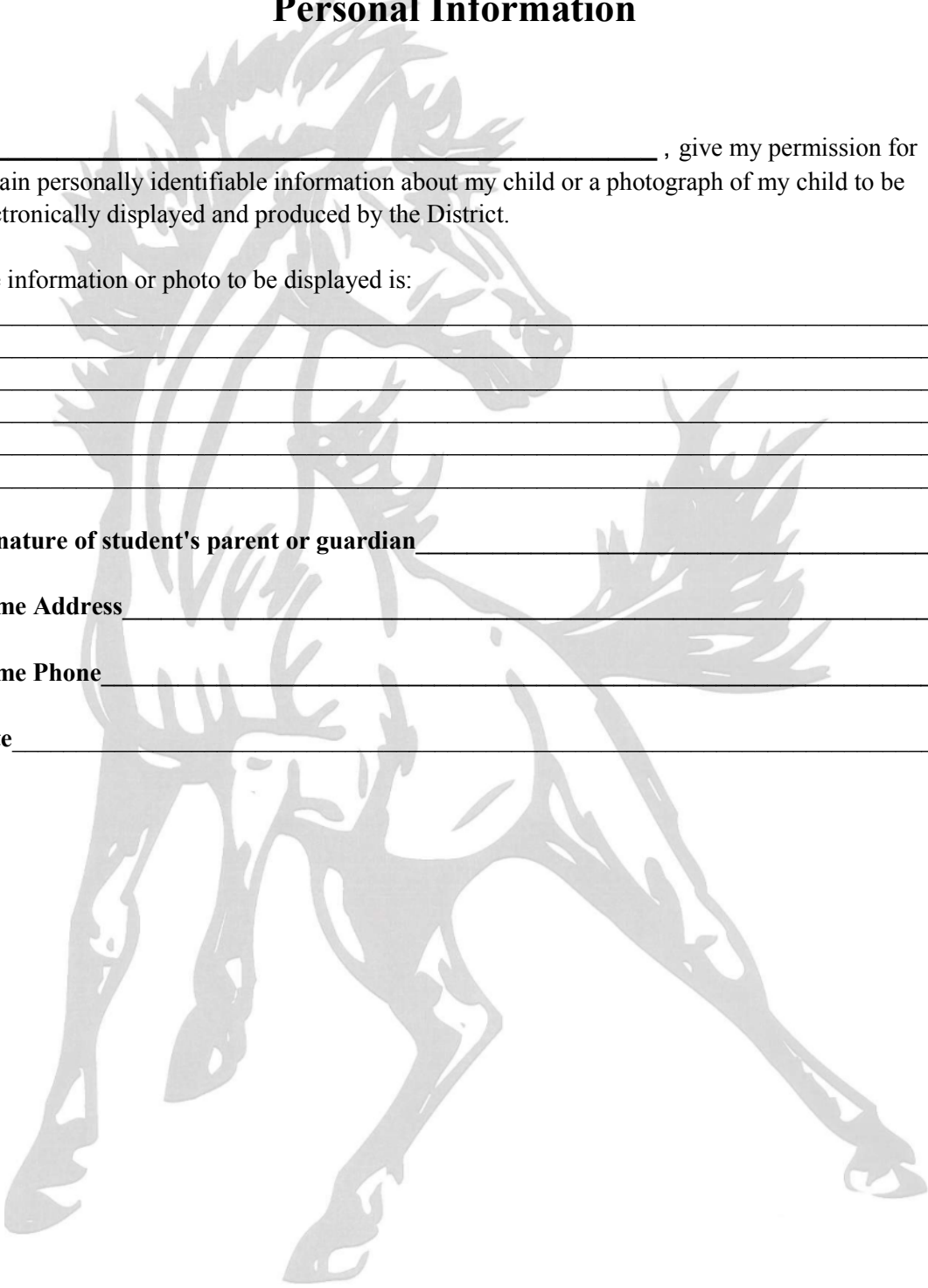
The information or photo to be displayed is:

Signature of student's parent or guardian _____

Home Address _____

Home Phone _____

Date _____



Bovina ISD

Interactive TV Participant Waiver

Bovina ISD has a videoconference classroom (distance learning classroom) that my child may be using during his/her class work. I understand that in this videoconference classroom, my child's voice, physical presence, and participation in classroom activities will be transmitted to remote locations. I also understand that any session may be recorded for educational purposes at the discretion of the instructor. I hereby agree that transmission of my child's voice, physical presence, and participation in these classes will not be a violation of my child's personal rights and hereby release any claims for the uses of such for the duration of the distance learning class and for the life of the video recording if it is made. This will remain in effect until rescinded by a received parent/guardian written request.

Student name _____

Signature of student's parent or guardian _____

Date _____

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