DICKINSON INDEPENDENT SCHOOL DISTRICT
ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS

PURPOSE:

The purpose of Dickinson ISD's Acceptable Use of Electronic Communications is to protect DISD employees and students and provide a safe instructional environment utilizing available technology. This entails preventing unauthorized access and other unlawful activities by users online; unauthorized disclosure of or access to sensitive information, in order to comply with the Children's Internet Protection Act (CIPA). As used in this policy, "user" includes anyone using the computers, Internet, email, and other forms of direct electronic communications or equipment provided by the District (the "network"). **Only current students or employees are authorized to use the network.** Dickinson ISD will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Each year, Dickinson ISD will send out verification sheets acknowledging the Acceptable Use of Electronic Communications document for that school year. Students who are under 18 must have their parents or guardians sign this "Student Agreement for Acceptable Use of Electronic Communication Systems" page and campuses must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the district's network due to violation of this policy or is no longer a DISD student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate district personnel. Access is provided primarily for education and district business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate district personnel.

Teachers, administrators, and other school personnel should ensure district data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives. Violations of this policy by employees may result in employment action up to and including termination from employment. The district will provide training in proper use of the system and will provide all users with copies of the acceptable use policy. All training in the use of the district's system will emphasize the ethical and safe use of this resource.

PROCEDURES:
MONITORING
Electronic communications shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. The school district reserves the right to log, monitor, and review Internet, E-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a school district's computer by the use thereof agrees and consents to such logging, monitoring, and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, Email or other network usage. From a privacy perspective, network storage areas may be treated similar to school lockers. Network administrators may review student and staff files and communications to maintain system integrity, and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private.

The district has provided students with access to "P drives", or personal folders, a network storage location for files. The "P drive" provides an area where certain school-related student products can be stored from year to year, thus creating the student digital portfolio. To enforce the district Acceptable Use of Electronic Communications, and to maintain the integrity of the network, P drives will be monitored by district staff

and inappropriate files such as games, executables, inappropriate images and files will be deleted. Disciplinary action may also follow.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright. Only the copyright owner(s) or an individual owner specifically authorized may upload copyrighted material to the system. All software, whether purchased with district funds or non-district funds, must be pre-approved prior to installation on any system. Approval may be obtained through the Department of Technology by completing the "Hardware/Software Approval Form." 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. [See **EXHIBIT E**]

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 may be made for "directory information" as allowed by the Family Education Records Privacy Act (FERPA) and district policy. [See **EXHIBIT A**]

FILTERING

In accordance with the Children's Internet Protection Act (CIPA), the technology department will filter 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 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.

REQUESTS TO DISABLE FILTER site(s) for bona fide research or other lawful educational purposes can be made through the filter submission process. Requests will be reviewed for educational or instructional value and to ensure that the request does not pose harm to the student or the district.

INDIVIDUAL USER RESPONSIBILITIES

The individual in whose name a system account is issued will be responsible at all times for its proper use. Any misconduct or misuse of an account will be reviewed and revoked if necessary. The district reserves the right to take immediate action regarding any inappropriate activities below or activities (1) that create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) that expend district resources on content the district, in its sole discretion, determines lacks legitimate educational content/purpose, or (3) other activities as determined by district personnel as inappropriate.

ACCEPTABLE USE AGREEMENT

GENERAL PROVISIONS: Use of the Internet, E-mail, and network technology must be in support of the educational mission and instructional program of the school district. With respect to all users, the following are expressly prohibited:

- 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 so as to avoid security review by system administrators.
- System users may not use another person's system account; this includes deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- 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.

- A user must <u>immediately</u> back out of an area on the Internet that contains objectionable material. The user must then notify the teacher or campus administrator of the site address.
- System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users may not purposefully access materials that are abusive, obscene, 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 waste district resources related to the electronic communications system.
- System users should not damage computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or downloading a computer virus or other harmful files or programs, or disrupting any computer system performance.
- System users may not gain unauthorized access to resources or information; this includes "hacking," internal or external to the district, or attempting to access information protected by privacy laws; or
- System users may not use district network or the Internet for commercial purposes such as; use for personal financial gain; for personal advertising, promotion, or financial gain; or conducting for-profit business activities and/or engaging in non-educational fundraising or solicitation activities.

Note: Limited personal use of the system by employees shall be permitted if the use:
- Imposes no tangible cost on the District;
- Adheres to all requirements of the Acceptable Use of Electronic Communications policy;
- Does not unduly burden the District's computer or network resources; and
- Has no adverse effect on an employee's job performance.

<u>STUDENT PROVISIONS:</u> Student users (and any other minors) also: [See **EXHIBIT B**]
- May not distribute personal information about themselves or others by means of the electronic communication system.
- Shall not use the system to access inappropriate or obscene/sexually oriented materials or materials that may be harmful to minors;
- Shall not disclose, use or disseminate any personal identification information of themselves or other students;

NETWORK ETIQUETTE
System users are expected to observe the generally accepted rules of network etiquette. These include but are not limited to the following:
- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Do not become abusive in messages to others. General school district rules and policies for behavior and communicating apply.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Do not reveal the personal addresses or telephone numbers of others.
- Recognize that E-mail is not private or confidential.
- Pretending to be someone else when sending/receiving messages is considered inappropriate and is not allowed
- Transmitting obscene messages or pictures is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

SECURITY
Security on any network system is a high priority especially when the system involves many users. Each user is required to report any security problems to the system administrator. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the district 's private network. Users are:

- To take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends, or family. <u>Under no conditions should a user provide his/her password to another person.</u>
- Prohibited from logging on to the district's private network or any other network as a system administrator.
- To avoid the inadvertent spread of computer viruses by following the school district virus protection procedures if they download software or share common file directory.
- To immediately notify a teacher or system administrator of any possible security problem.
- To promptly disclose to the appropriate school employee any message received that is inappropriate.

DUE PROCESS:
The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the district's private network.

- In the event there is an allegation that a student has violated the district Acceptable Use, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be heard in the manner set forth by existing School Board Policy. Disciplinary actions may be taken.
- Employee violations of the district Acceptable Use of Electronic Communications will be handled in accord with law and Dickinson ISDBoard Policy.

OTHER ISSUES: Proper use of district communications is required for 21st century learners. By educating students about appropriate technology use and online behavior, Dickinson ISD employees and students will understand the use of technology and the consequences if used inappropriately.

VANDALISM PROHIBITED: Any malicious attempt to harm or destroy district equipment or data or data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Dickinson ISD Student Code of Conduct]

CYBER BULLYING PROHIBITED: Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
- Physically, emotionally or mentally harming an individual;
- Placing an individual in reasonable fear of physical, emotional or mental harm;
- Placing an individual in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with an individual's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school district. Offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

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 district's 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 supervising teacher.

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.

SOCIAL NETWORKING AND NEWSGROUPS: Students are prohibited from participating in social networking or a newsgroup accessed on the Internet that is not district approved. Such participation is permissible for employees, in accordance with District policies and procedures/regulations.

STUDENT CELL PHONE USE: Students should not use cell phones during school hours as outlined by Dickinson ISD Board Policy (Section F:FNCE) unless it is part of instruction in the classroom. Teachers or designated administration should be facilitating the integration of such technology in the classroom in a controlled, instructional environment.

PERSONAL DEVICES: No unauthorized use of personal devices shall be connected to the district network. Any personal device must be approved and will be subject to scanning prior to use on the district network.

DISTRICT ISSUED EQUIPMENT: Users issued district equipment are responsible for its care and maintenance. Equipment must be properly stored, in the proper location, and shall be kept clean and maintained. Users who lose or damage district equipment due to negligence will be required to pay for the cost of replacement.

A student's parent is legally responsible for property damage caused by the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise the duty, or by the willful or malicious conduct of a student.

School principals have the responsibility to establish a plan to ensure adequate supervision of students. They are also responsible for interpreting and enforcing this policy at the campus level.

Any inappropriate use of electronic devices will be subject to the guidelines established in the DISD Acceptable Use of Electronic Communications.

TERMINATION/ REVOCATION OF SYSTEM USER ACCOUNT
Termination of employee or a student access for violation of district policies or regulations will be effective on the date the principal or technology department receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER
The district makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the district's network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. 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.

EXHIBIT A
LETTER FOR PARENTS OF SYSTEM USERS

Dear Parents:

Your child has an opportunity to be given access to the Dickinson Independent School 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,

_____
Principal

EXHIBIT B
STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DICKINSON ISD **ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the Dickinson Independent School 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 Acceptable Use of Electronic Communications found in your handbook 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
- The account is to be used mainly for identified educational purposes, but some limited personal use is permitted.
- You must <u>immediately</u> back out of an area on the Internet that contains objectionable material. The user must then notify the teacher or campus administrator of the site address.
- You will be held responsible at all times for proper use, as identified in the Acceptable Use of Electronic Communication, and the district may suspend or revoke your access if you violate the rules. The Dickinson ISD Acceptable Use of Electronic Communications document is located on the DISD website or available by request to the Public Information Office at 281-229-6000.
- Remember to use proper network etiquette.

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 district networkaccount; 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.

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STUDENT

Name _____ Grade _____

School _____

I understand that my computer use is not private and that the district will monitor my activity on the distrtict network. I have read the DISD Acceptable Use of Electronic Communications and agree to abide by its provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____
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As a parent or guardian of this student, I understand the district's Acceptable Use of Electronic Communications is written in order to safeguard my child's educational activities, and to comply with the Children's Internet Protection Act (CIPA). I understand the entire Dickinson ISD Acceptable Use for Electronic Communications is available on the Dickinson ISD website or available in print upon request by contacting the Dickinson ISD Publication Office at 281-229-6000. I understand that computer technology is incorporated into the classroom lessons on a regular basis and that my student will have access to these closely monitored programs as part of their schoolwork.

The district will use technology protection measures to block or filter the Internet, but I recognize that it is impossible for Dickinson ISD to restrict access to all controversial materials, and I will not hold Dickinson ISD responsible for materials acquired on the Internet. I also understand that Dickinson ISD is not responsible for supervising my child's use of the Internet when he/she is not at school.

_____

Signature of Parent or Guardian

_____

Home address

Date _____ Home phone number _____

EXHIBIT C
EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISD ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the Dickinson Independent School 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 opportunity comes responsibility. It is important that you read the district policy, administrative procedures/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 of using this educational and administrative tool, and will also result in appropriate employment action up to and including termination from employment.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you 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

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

  Limited personal use shall be permitted if the use:
  - o Imposes no tangible cost to the District;
  - o Does not unduly burden the District's computer or network resources;
  - o Adheres to all requirements of the Acceptable Use of Electronic Communications policy;
  - o Has no adverse effect on an employee's job performance; and/or
  - o Is not used in any way for personal gain.

- 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 district's or the school's point of view.

INAPPROPRIATE USES
- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- 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 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 district network account; or
- Other disciplinary or employment or legal action, in accordance with the Employee Handbook, District policies, and applicable laws.

I understand that my computer use is not private and that the Dickinson Independent School District will monitor my activity on the district network. I have read the DISD Acceptable Use of Electronic Communications administrative regulations and agree to abide by its 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 of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the district's policy and administrative regulations.

_____

Signature

_____

Home address

Date _____ Home phone number _____

EXHIBIT D
AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM BY A NONSCHOOL USER

You are being given access to the Dickinson Independent School 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 communication 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 some material you 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 held responsible at all times for proper use, and the district may suspend or revoke your access if you violate the rules.
- You must immediately back out of an area on the Internet that contains objectionable material. The user must then notify the teacher or campus administrator of the site address.
- Remember to use proper network etiquette.

INAPPROPRIATE USES
- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- 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 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 district network account; or
- Other legal action, in accordance with applicable laws.

I understand that my computer use is not private and that the Dickinson Independent School District will monitor my activity on the district network. I have read the DISD Acceptable Use of Electronic Communications regulations and agree to abide by its 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 of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the district's policy and administrative regulations.

_____
Signature

_____
Home address

Date _____ Home phone number _____

EXHIBIT E

ELECTRONIC DISPLAY OF WORK AND/OR PHOTO RELEASE FORM
In a typical school year, there are numerous positive activities in the schools which merit news coverage. School yearbooks, school newspapers, as well as outside news media outlets such as local newspapers, radio and television news media include student information and student pictures in their coverage. Additionally, Dickinson ISD has a website where district information is posted. The site is www.dickinsonisd.org. In addition, many times, teachers like to publish student artwork or other student work on the website.

Yes _____ No _____ I give my permission for information about my child (including name and photographs) to appear in the school yearbook and school newspaper/newsletter.

Yes _____ No _____ I give permission for my child's name, photo and work to be published in outside media publications, including the district's external newsletter, "Dialogue," the district's website at www.dickinsonisd.org, and other external media (such as newspapers, television news stations and radio stations).

I understand that should my child's work or photo be chosen for publication, my signature on this form acknowledges my permission for such work or photo to be published. I hereby give the above permission and release the district from any liability resulting from or connected with the publication of such work or photo.

_____   _____

Parent/Guardian Signature   *Date*

Internet Use Terms

Publishing on the Internet: In the course of student projects and classroom activities, students may create original works that warrant publishing on the Internet via a teacher, campus, or district home page. Student work may be "published" on the Internet to be viewed by other users around the world unless the parent objects in writing. In the interest of student safety, name always indicates the first initial and full last name or first name only of the student. Any other student name configuration will require specific parental permission. EXHIBIT E

Availability of Access: Access to the Internet/Network by Dickinson ISD employees will be given exclusively for instructional and administrative purposes in accordance with the district's educational goals and in a manner consistent with the policies and procedures of Dickinson ISD. Before access is granted to any DISD employee, they must read the Acceptable Use Procedures and sign/submit a Dickinson ISD Network Employee Agreement Form. EXHIBIT C

Individual student access to a live Internet/Network connection will be allowed only after the student has been trained on the appropriate use of the Internet. Student access will be through teacher designed instruction for the sole purpose of the completion of school projects and activities with priority given to those students with required classroom assignments.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any network connected to the Network/Internet. As a "rule of thumb," any materials published on the system should be appropriate for display in any classroom in the district, including classrooms of our youngest elementary school students.

Commercial Use: Use of technology for commercial purposes, product advertisement or political lobbying is prohibited. A commercial purpose is defined as offering or providing products or services. Sending unsolicited junk mail or chain letters is prohibited.

Vandalism/Mischief: Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, the data or reputation of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses and unauthorized access such as "hacking". Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

File/Data Violations: Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.

System Interference/Alteration: Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Reporting Security Problems: If a user identifies or has knowledge of a security problem on the Network/Internet, the user should immediately notify a teacher, administrator, or the system administrator. The security problem should not be shared with any others.

Inadvertence: It is understood that inappropriate sites may be accidentally encountered through no malicious intent. If a system user accidentally enters an inappropriate site, the system user is to immediately back out of the site.

Impersonation: Attempts to log on to the Network/Internet impersonating a system administrator or DISD employee will result in revocation of the user's access to Network/Internet, possible discipline measures, and could result in legal action. Dickinson ISD employees may not allow students access to a computer that is logged on using that employee's logon and password.

Other Security Risks: Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the DISD Network/Internet.

E-mail Accounts Glossary

Availability of Access: District e-mail accounts are intended for instructional and administrative use and will be provided by DISD to those employees who have received authorization and approval by their campus administrator and/or district level supervisor.

E-Mail Services: Space will be allocated to each user for e-mail messages.

Monitored Use: Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes.

Electronic Mail Violations: Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission, is prohibited.

Disclaimer of Liability: The district shall not be liable for users' inappropriate use of electronic communication resources, users' mistakes or negligence, or costs incurred by users.

Training: The district provides opportunities for training to employees in the proper use of the e-mail system, and the training will emphasize the ethical use of this resource.

User Responsibilities: Each individual in whose name a system account is issued will be responsible at all times for its proper use. System users may not use another person's account without written permission from the e-mail administrator. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district procedure.

Student E-Mail: Students are not allowed to access personal/home e-mail on the Dickinson ISD network. Teachers may allow students access to a district determined e-mail account for class assignments if necessary. The student e-mail solution is a teacher-monitored system that provides safe and secure e-mail for students.

User Passwords: It is advised that all user passwords must be changed at least every 90 days and have at least 6 alpha and numeric characters.

E-Mail 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. Transmitting offensive, lewd messages or pictures is prohibited. Revealing personal addresses or phone numbers of others is prohibited. Students are prohibited from revealing the personal addresses or phone numbers of themselves or others. Using the network in such a way that would disrupt its use by other users is prohibited.

Correspondence Distribution: Any memo correspondence sent via e-mail must follow the same district guidelines as is used for other correspondence distribution. Dickinson ISD created distribution lists are limited to administrators or their designee.

Records Retention: Records retention guidelines apply to e-mail correspondence and must be followed. System users must purge electronic mail in accordance with established retention guidelines.

Web Page Publishing

District Server: The Dickinson ISD web page will reside on the district server and will contain district level information, including public information, departmental information, and pertinent campus-related items.

Campus Web pages: The Dickinson ISD campus web pages reside on district-owned servers and a link will be provided from the Dickinson ISD page to campus web pages. All campuses are required to have a campus web page and to maintain that page with updated information.

Teacher Web pages: Dickinson ISD provides a web-based tool for teachers to create and maintain classroom web sites. The sites reside on district-owned servers and a link will be provided on the campus web pages to all teacher and other designated staff web pages. Teachers who have a web site account should keep the account current and follow all web publishing specifications. Websites will be subject to approval by the campus administrator or principal designee.

Publishing Approval: The Dickinson ISD webmaster and the Dickinson ISD site manager will have final approval for all publishing media residing on the district server. The campus webmaster and the principal or principal designee must provide final approval of all materials and web-authored pages prior to publishing any web pages on the Internet.

Publishing Proficiency: All personnel involved in creating, administering or maintaining a campus home page and all personnel involved in creating, administering or maintaining pages on the district home page will be required to complete training or show proficiency in web publishing as determined by the campus administrator or district level supervisor.

Linking to Personal Home Pages: Approved links created by Dickinson ISD employees or students that reside off Dickinson ISD servers must contain a notice that will automatically prompt the following disclaimer: You are leaving the DISD webpage, thank you for visiting our site.

Anonymous Materials: No anonymous media will be published on any Dickinson ISD campus web page.

Photographs: Group photographs of students may be published on the web if no written parental objection is on file. Accompanying text may be published on the web page with students' first initials and last names or first name only, and in such a manner that readers do not readily match a name to a face or names to faces. Individual photographs of students may be published on the web after obtaining incident specific written parental permission and must adhere to the naming scheme above.

Copyright Issues: All campus and district publishing must strictly adhere to all copyright laws and must obtain in writing the necessary authority to publish any copyrighted materials, including but not limited to photographs, cartoons, logos, sound files, and music files.

Student Work: Authentic writings or artwork can be published with first initials and last names or first names only of students. Any other student name configuration will require specific parental permission. The creators of these authentic writings and artwork will be responsible for the content of these materials and must adhere to all copyright laws. All student-created pages and original works should contain the following disclaimer: This page (or work) was created by and represents the views and opinions of the creator(s). It does not represent the views of, nor does the Dickinson Independent School District or any of its employees endorse it in any way.

Personal Information: No home addresses, phone numbers or other personal information may appear on student-created pages or works or any official campus page published on any campus or district server.
Accuracy: All electronic publications are expected to meet conventional academic standards of proper spelling, grammar, and accuracy of information.

Educational Purpose: Content of all web pages should relate to education and the Dickinson Independent

School District. No advertising by organizations outside the school is permitted, unless expressly authorized by the principal or principal designee, the district webmaster and District Site Manager. Inclusion of such phrases as "Created using..." or "Best viewed using..." are considered appropriate recognition of tools used in development and are not constrained under this guideline.

External Links: External links on campus pages will be permitted only if: (1) they are education-related, (2) they are appropriate for students for all grade levels, (3) they have been thoroughly previewed by the teacher, (4) and only with approval of the campus webmaster and school principal or principal designee.

Procedure: All web pages must conform to school procedure and board procedure.

Disclaimer of Liability: The district shall not be liable for user' inappropriate use of electronic communication resources or violation of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Web Publishing Specifications

Authoring Software: netStartClass is the primary web authoring tool supported by the district, and training is offered through the seasonal offerings of professional development.

Graphics: The use of small graphics is encouraged. Large graphics, sound files and video clips should be considered very carefully and, where appropriate, should be links within the originating page. This will allow the user with limited download speeds to determine which items are to be viewed. This can easily be combined with a smaller version graphic that displays an inline "thumbnail" sketch of the larger picture. Graphics larger than 300k should be avoided whenever possible. If the graphics to be displayed are larger than 300k, a thumbnail should be displayed on the current page with a link to the larger graphic so that this download is optional. JPEG and GIF formats are the preferred format for all photos and graphics. Images should be limited to 256 colors.

Audio: Sound files should be avoided except as an optional link from a page. Due to the large size of most sound files, overall use of them should be limited so as to lessen server load.

Video: Movies (video files) should be avoided to lessen the server load. If movies must be included, QuickTime movies offer the greatest cross-platform portability for users at this time. As an alternative, a link could be provided that will allow the viewer the choice to go to the page where the movie is contained.

File Format: All filenames should be in lower case, eight or fewer characters, with no embedded spaces. This format will allow the web pages to be placed on different operating systems with no exporting problems. An extension of **htm** should also be used at the end of the filenames.

Proper Citation: When using an externally produced graphic or text file, campus and district authors must give credit at the bottom of the web page indicating original producer with a notation regarding how and when permission was granted. The URL (web address) should also be included whenever possible.

Copyright Permissions: All web pages submitted to the campus webmaster and principal or principal designee for approval to publish must be accompanied by written permission to use such graphics, photographs, original writings, and artwork as are contained in the web pages

Do not assume any media published on the Internet is free to use if it does not display copyright information. Authority to duplicate any media must be obtained, and the web manager for these sites may not be considered a source for permission. Permission must be received from the creator.

Publishing Student Work and/or Photographs: All web pages submitted to the campus webmaster and principal or principal designee for approval to publish must be checked against the list of students whose parents have requested that information not be published regarding their son/daughter.

Accuracy: All web pages submitted to the campus webmaster and principal or principal designee for approval to publish must first be spell-checked by the authoring software and must be proofread for content and grammar and copyright compliance.

Updates: Campus web pages should include, when possible, the date of the last update of the page, the name of the author of the page, a link back to the campus home page, and the full URL of the page when space permits. Maintenance schedules should be set in place by the campus webmaster for periodic monitoring and updating of all campus web pages.

Ownership: Materials published on the district home page become the property of the school district if they were developed during school hours or on district computers. Materials published on the district home page that were developed, displayed, or contributed to the system as part of a school project become the property of the school district on a "one-time use" basis. Ownership of the materials will revert back to the individual or group who created them as a part of a school project once the publishing cycle has ended. After such time, the district may obtain permission from the individual or group to publish the materials again in the future.

Page Length: Web pages should be kept short, and a single page should not be more than four or five screens in length unless a table of contents is provided at the top of the page with internal links that allows for quick maneuvering back and forth between the top and bottom of the page.