

Woodville Independent School District Acceptable Use and Internet Safety Policy for Technology

Terms and Conditions

This policy applies to all employees, students, and users of Woodville Independent School District

General Information

The Woodville Independent School District (the District) provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administrators are employees of the Woodville Independent School District and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules. **This policy must be read and signed annually.**

Internet Safety Training

The District shall provide Internet safety training to students no later than the end of the first six weeks of instruction. Training shall include a review of the rules in this document and the student handbook and in the Student Code of Conduct concerning cyberbullying, chatting, inappropriate use of social networking sites, and other technology related issues.

Information Content and Uses of the System

The user agrees not to publish on or over the system any information that violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members of the system to conduct any business or solicit the performance of any activity that is prohibited by law.

The Board of Trustees for WOODVILLE ISD held a public hearing on its Internet Safety Policy on Jun 18, 2012 and adopted its policy on Jun 18, 2012. The public hearing was publicized according to district or school policies and the adoption of the policy is reflected in the minutes of the Board of Trustees.

Because the District provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will provide student access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas, but potential dangers remain. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The District and the system administrators do not condone the use of such materials and do not knowingly permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and monitor any future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in termination of such student's accounts on the network.

Online Conduct

Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Before any student work or likeness may be displayed in electronic format the sponsoring teacher will have a release form signed by the student's or students' parent or guardian for each instance. If there is more than one student in a photograph, each person in the photograph must have a release signed appropriately. Users and their parents/guardians specifically agree to indemnify the Woodville Independent School District and the system administrators from any losses, costs, or damages, including reasonable attorneys' fees incurred by the District relating to, or arising out of any breach of this section (Online Conduct) by the user. Network resources are to be used by the user for his/her academic/professional use only; commercial uses are strictly prohibited.

Computer Etiquette

1. Use the computer systems properly and sensibly: do not bang on the computers or keyboards.
2. Be polite to others whether they are physically beside you or using the computer on the other end of your network connection.
3. Do not use vulgar or obscene language, gestures, motions or symbols.
4. Use caution when revealing any name, address or phone number.

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5. Electronic mail, local or Internet, is not secure; this means that it is not encoded and others may in fact be able to read it.
6. Do not intentionally disrupt the network or another person's access to the computer system.

Software Libraries

Software is provided to teachers and students as a curricular resource. **No user may install, upload, or download software without the expressed consent of the system administrator.** Any software having the purpose of damaging other members' accounts or the District network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material shall not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may download copyrighted material for their own use in accordance with Fair Use and current Federal Copyright Laws. Any user may also non-commercially redistribute a copyrighted program with the **expressed written permission of the owner or authorized person.** Permission must be specified in the document, on the system, or must be obtained directly from the author. The purchase of the software does not necessarily mean that the purchaser owns the software. In most instances, the purchaser is merely purchasing a license and must abide by that license. **Archival copies of copyrighted material MUST BE MAINTAINED IN THE SAME FORMAT AS THE ORIGINAL.**

Public Posting Areas

(Message Boards/UseNet Groups/Social Media)

UseNet messages are posted from systems connected to the Internet around the world and the District's system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school district and will carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups. It is a violation of District policy for employees to communicate with students using Social Media sites (i.e. Facebook, MySpace)

Real-time, Interactive Communication Areas, Streaming Audio/Video

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay). **The use of instant messaging services such as AOL Instant Messenger (TM) Yahoo! Messenger**

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(TM) and ICQ is prohibited due network vulnerability and the traffic load they place on the network. Live streaming audio/video across network lines uses up tremendous bandwidth resources. Whenever possible steps should be taken to download curriculum related audio/video files during off-peak hours to reduce network loading. Streaming audio/video files across network lines for recreational purposes is prohibited.

Electronic Mail

The District will provide electronic mail (e-mail) accounts to the professional, administrative and paraprofessional staff. **Employees and students of the District must understand that there is no expectation of privacy and that ALL email that transits the system is property of the District.** Email accounts are to be used mainly for educational purposes, but some personal use is permitted provided there is no tangible cost to the District. Email such as "chain letters" and junk mail (spam) are to be avoided as they flood the server with unnecessary traffic. **The use of district provided email accounts to promote non-district activities, promote a business, support a political candidate, or offer items for sale is strictly forbidden and in some cases are in violation of the law.** Employees are strongly encouraged to set up personal email accounts with one of the free Web-based service providers (MSN Hotmail, Yahoo!, Gmail etc) for their personal business. Student email accounts will be provided by the District. Students with email accounts may use them in conjunction with specific course work. Recreational use of student email is strictly prohibited. Employee email accounts are archived in the system for a period of 10 years. Any employee leaving the district will have their account deleted during the summer after they leave; accounts will be disabled upon the employee leaving the District and will not be available. The system administrators will not intentionally inspect the contents of mail sent by one member to an identified addressee, or disclose such contents to other than the sender or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of the Woodville Independent School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Woodville Independent School District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the District's network.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator. **The use of the network and file servers to store personal music and pictures is prohibited and when found will be deleted without notice.**

Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he can identify a security problem on the system, the member must

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notify a system administrator. The member should not demonstrate the problem to any others. All users in grades six through twelve and all staff and faculty shall have individual user accounts. Those students in grades Pre-K through five shall use their teacher's account and only under direct supervision of the teacher. **Members shall not let others use their personal account and password. Passwords to the system should not be easily guess-able by others, nor should they be words which could be found in a dictionary.** Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his account terminated and be subject to other disciplinary action. **In the event of a security breach the system administrator will disable the offending user account or computer account, conduct a thorough investigation of the breach and report the findings to the campus administrator or employee's supervisor for any disciplinary action. The offending user's account will remain disabled until the campus administrator/employee's supervisor has notified the system administrator in writing that the case has been resolved.**

Each account is accessible through a user name and password to log on to the system. These two 'words' give the user certain access to computer devices throughout the system as well as access to the Internet.

1. Log-in to use a computer, and log-out when you complete your task on the computer.
2. Internet access must be through the proxy server running a Children's Internet Protection Act (CIPA) compliant content filter. DO NOT attempt to by-pass the proxy server.
3. If you identify a security problem (virus, etc...), notify a teacher or the Technology Department immediately. Your data and account access may be at risk.
4. Do not reveal your account password or allow another person to use your account. If you suspect that another person is using your account, then you should change your password immediately. Ask the Technology Office for assistance.
5. Attempts to log on as another user may result in the loss of your access, loss of your account, loss of computer privileges or other disciplinary action to be determined by the principal.
6. Users must notify the district system administrator of any change in account information except the changing of your password.
7. All Internet user activity is logged by a CIPA compliant filter.

Game Playing and Painting

Game playing is only permitted on The District's system when terminals are not needed for other purposes AND the game conforms to the curricular goals of The District. Game playing over dial-uplinks or other inter-machine communication is prohibited. Although drawing and painting have legitimate academic use, those activities are prohibited when done for recreational purposes.

Printing

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The printing facilities of The District's network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Concerning the Use of Personally Owned Devices

Personally owned devices (smartphones and tablets type devices) with the exception of laptops, netbooks or like device, will be allowed to connect to the network provided they are registered with the Technology Department and contain no malicious software. In order to register the owner will need to fill out the Personal Device Form completely and submit it to the Director of Technology. In the case of students, the form will need to be signed by a parent or guardian. Once the device is approved, the device will be allowed to connect to the network. *This privilege will exist as long as it is not a burden to network resources. The use of the device on the campuses will be determined by the campus administrator NOT the Technology Department.* The use of personally owned devices to connect to the Internet to circumvent the District network while on campus is prohibited. Neither employees nor students will be allowed to use their personally owned devices' cellular data connection or cellular "Air Card" to surf the Internet while in the District during school hours.

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses. **In the event of any vandalism, the system administrator will disable the offending user account or computer account, conduct a thorough investigation of the vandalism and report the findings to the campus administrator for any disciplinary action. The offending user's account will remain disabled until the campus administrator has notified the system administrator in writing that the case has been resolved.**

Penalties

Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions, including criminal prosecution. School and District administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

Damage

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The Woodville Independent School District will not be responsible for any damages a user may suffer, including the loss of data, damaged diskettes and the accuracy of information obtained through this Internet connection.

Summary of Acceptable Use

Technology in education has grown to be an indispensable tool in the classroom. In order to maintain the availability of this tool at a very high level, it is imperative that proper supervision be exercised at all times.

1. Computer use must be in support of education and research consistent with District policy.
2. Computer use for commercial purposes is not acceptable.
3. Learn to properly credit any Internet sources just as you would conventional texts.
4. It is unacceptable to waste school resources through improper use of the system (excessive printing of personal work or modifying a computer's settings, causing it to become unavailable to other users are two examples).
5. A limited amount of personal use of the computer and Internet access is acceptable. The definition of 'limited' is left up to the discretion of the principal in charge of each campus and to the superintendent. Abuse may result in loss of access and other disciplinary action.
- 6. Disks (floppy, USB, zip or DVD/CD-ROM) provided by students wanting to bring in outside data or to take data from our computer system are not allowed, because of potential virus problems.**
7. No students or other children are permitted to work on computers unsupervised, at any time.
8. If any faculty member or employee is at school after hours, with their children, they should never be allowed to 'play' on the computers in another teacher's classroom or in the labs, without that teacher's specific permission on that specific occasion.
9. Unauthorized use of copyrighted software or other copyright protected material found on the Internet is prohibited without the written permission of the copyright holder.
10. No software may be loaded on any school computer without the knowledge and permission of the Director of Technology. Not only are there potential software piracy issues but also compatibility issues: some software just won't work well in our network environment and with the other software that we are running already.
11. **DO NOT** download or activate any email software or programs on one of the District computers. (For example: AOL/Outlook, Outlook Express) Participation in any chat room or news group is generally prohibited.

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13. Maintain a backup copy of any stored files that you need to keep if their loss would be costly in terms of your time. Each user has a personal folder mapped by your logon script as Drive H:, stored on one of our servers. Files in this folder are backed up 3 times a week. However, nothing is beyond failure. Again, if the files are important, keep a backup copy. Google Docs is an excellent place to archive your important files.

14. Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions including criminal prosecution.

15. Students assigned to the Discipline Alternative Education Program (DAEP) will have their regular network account disabled and use a special access account that will only give them access to the curriculum program for instruction. Students assigned to DAEP **WILL NOT** have the same Internet access as the students on the main campuses.

The Woodville Independent School District, in accordance with the Children's Internet Protection Act:

I. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are-

- a. Obscene, as that term is defined in section 1460 of title 18, United States Code;
- b. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
- c. Harmful to minors.

2. Is enforcing the operation of such technology protection measure during any use of such computers by minors.

Definition of "harmful to minors":

The term, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that-

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Woodville Independent School District Acceptable Use Policy for Employees Use of Technology Terms and Conditions

As an employee of the Woodville Independent School District, I have read the Terms and Conditions for acceptable use of technology resources in the Woodville Independent School District. I understand that this access is designed for educational purposes and that the District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Woodville Independent School District and administrators to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision of my students when they are using the technology assets of The District. I also understand that this agreement must be renewed annually.

Please sign and return this form to your campus principal/supervisor. Keep the rest for your records, thank you.

I understand and agree, as an employee of Woodville Independent School District, to abide by the terms and conditions set forth in this document and further understand that any violation of these policies could result in my network account being disabled. I also understand that failure to comply with these policies could result in disciplinary action or the termination of my employment.

Employees Name (please print) _____

Signature: _____ Date: _____

Campus: _____ Room Number: _____

The Campus Principal/Supervisor will maintain a file of signed AUP's and is responsible to ensure that they are signed annually by all employees regardless of job assignment

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**Woodville Independent School District
Acceptable Use Policy for Student Use of Technology
Terms and Conditions**

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources in the Woodville Independent School District. I understand that this access is designed for educational purposes and that the District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Woodville Independent School District and system administrators to restrict access to all controversial materials, and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct. This agreement must be renewed each school year. Network access account will not be activated until this form is signed and returned

Please sign and return this form to school. Keep the rest for your records, thank you.

My child is ALLOWED / NOT ALLOWED (please circle one) to access Woodville Independent School District's network. I understand that this will provide my child with access to the Internet and I also understand and agree to the terms and conditions set forth.

Parent /Guardian's Name (please print) _____

Daytime Phone Number: _____ Evening Phone Number: _____

Signature: _____ Date: _____

I understand and agree, as a student in Woodville Independent School District, to abide by the terms and conditions set forth in this document and further understand that any violation of these policies could result in my network account being disabled. I also understand that this could have a detrimental effect on my grades and class standing.

Student's Name (please print): _____

Signature: _____ Date: _____

The Campus Principal will maintain a file of signed AUP's and is responsible to ensure that they are signed annually by all parent/guardians and students