

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Your student has an opportunity to access the Internet/intranet using the Elgin Independent School District's electronic communication system. The Internet/intranet is a connection between many computers that enables users to share many resources. Through the District's electronic communications system, your student will have access to hundreds of databases, libraries, and computer services all over the world. During lessons, students will be accessing specific Internet sites pertaining to their research topics.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your student may run across areas of adult content and some material you may find objectionable. While the District has taken responsible and reasonable steps to preclude access to such material and does not encourage such access, it is impossible to absolutely prevent such access.

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. With this educational opportunity also comes responsibility. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (included in this handbook) regarding use of these resources.

The Elgin ISD reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension and expulsion, for violations of these guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Elgin ISD Internet connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted with Elgin ISD systems. The school district and its representatives are not responsible for the actions of the users or the information they access.

Students and their parents should be aware that electronic communications using district computers are not private and will be monitored by district staff. Digital communication is not private as long as it resides on a school computer, system, or resource. The Elgin ISD Technology Department will utilize methods which will flag accounts of anyone on the Elgin ISD network sending any type of materials or comments as well as identifying anyone visiting "obscene" websites on the Work Wide Web. Filtering systems are in place in an attempt to block inappropriate websites. [For additional information, see policy CQ].

Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Acceptable Use Policy

Internet, intranet, and technology resource usage shall be consistent with school district policies. Users are prohibited from utilizing school district Internet, intranet, or technology resources in a manner deemed "harmful to minors" [see policy CQ Legal]. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions as specified in the Student Code of Conduct and Board Policy.

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized personnel).
3. Users shall not use others' system accounts or try to discover another user's password by any method.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
5. Use of non-instructional / non-administrative internet games, Multi-User Domains (MUDS), and Internet Relay Chats (IRCs) is prohibited. This includes, but is not limited to, instant messaging or personal use of streaming media such as online radio stations or video broadcasts.
6. Users may not copy or distribute copyrighted materials such as software, audio, video, files, graphics, and text without the express written permission of the copyright owner and the permission of the site administrator.
7. Users may not copy, change, or transfer any software or documentation provided by Elgin ISD staff without permission from an Elgin ISD Administrator or the Elgin ISD Executive Director of Technology.
8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan, or other name.
9. Users may not download, upload, install, or otherwise use programs or software of any type without prior express written permission from the Elgin ISD Technology Department. This includes, but is not limited to, executing "portable" applications located on mobile media or devices.
10. Users shall not use system resources to purposefully access, upload, download, distribute, create, copy, or store messages or materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal. Elgin ISD provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or site administrator.
11. Users shall not deliberately use an electronic device to perform any action that could be construed as "cyberbullying."
12. Users shall not bypass or attempt to bypass Elgin ISD security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, unauthorized system access (i.e. hacking), etc.
13. Users shall not intentionally damage Elgin ISD technology systems, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
14. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
15. Users shall not relocate or remove technology equipment (hardware or software) from its location without express written permission of the Technology Department.

16. Users shall not use system resources to distribute or provide personal information that others may use inappropriately.
17. The use of WEB 2.0 applications such as blogs, podcasts, etc. are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of WEB 2.0 tools. Students using blogs, podcasts, or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs or other digital communication should follow the rules of online etiquette detailed below and will be monitored by school personnel. If inappropriate, they will be deleted.
18. Users shall not use Elgin ISD systems for unauthorized commercial use for financial gain.
19. Students of Elgin ISD shall not utilize any district technology resource without direct supervision at all times by a teacher or administrator.
20. Users should be aware that electronic mail (e-mail) and all other files stored on Elgin ISD's network are the property of Elgin ISD. Users should not send any messages or create any files that they would not want to be made public.
21. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.
22. Users who identify or know of a security problem on the system must notify a system administrator, principal, or teacher immediately and must not demonstrate or verbalize the security problem to other users.
23. Users shall not use the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by district, local, state, or federal policy, guidelines, or statutes. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state or federal laws. Violations can lead to prosecution.

CONSEQUENCES FOR INAPPROPRIATE USE COULD INCLUDE:

- Suspension or limitation of access to the system
- Revocation of the computer system account
- Other disciplinary or legal action, in accordance with Elgin ISD policies and applicable laws.

I understand and will abide by the *ACCEPTABLE USE POLICY for TECHNOLOGY*. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or legal action may be taken.

“Netiquette” for Digital Communication:

Users of the Elgin Independent School District network will abide by the rules of network etiquette (“netiquette”). Information rules of behavior have evolved (along with technology) regarding digital communication and digital citizenship. Breaches in these rules may result in a loss of access privileges to the Internet, intranet, and technology resources in Elgin ISD:

- Be polite. Do not become abusive in your messages to others. In the absence of a facial expression, it is often difficult to know what someone means by a comment. Be extra kind in your online communications.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate or offensive language.
- Do not reveal personal information such as your address or telephone numbers. Do not reveal personal information belonging to other students or colleagues.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not place unlawful information on any network system or school district resource.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Capitalize words only to highlight an important point or to distinguish a title or heading. Using CAPITAL LETTERS implies shouting.