

Hereford Independent School District

Acceptable Use Policy

TERMS AND CONDITIONS FOR THE USE OF THE HISD Intranet/Internet

Hereford ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. Hereford ISD makes a variety of communications and information technologies available to students and District employees through Hardware/software and Intranet/Internet resources that includes, but is not limited to, computer, network, software, and Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating educational research, resource sharing, innovation, and communication within the District. Primarily, students are given access to the district's network for educational purposes.

We are committed to helping students develop 21st century skills. We strive to provide teachers with access to the best and most accurate online resources in order to integrate technology into the classroom and utilize any tool available to provide students with the best and most engaging learning experience possible.

With the advent of telecommunications, Hereford ISD has an exciting opportunity to enhance and promote educational excellence. With this opportunity comes the responsibility for acceptable and appropriate use of the computers, electronic network, and the Intranet/Internet. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

I. Copyright

- A. HISD expects all computer users to abide by all copyright laws and license agreements pertaining to software packages used in the district. Non-compliance with this Acceptable Use Policy includes unauthorized use of copyrighted material, including violating district software licensing agreements.
- B. Students and faculty will not be permitted to load or download any computer software, not related to education, without the written consent of a campus administrator or a designee.
- C. Copying of district owned or personal software is strictly prohibited.
- D. Plagiarizing information from the Internet is an act of theft. Any student caught plagiarizing will be subject to the disciplinary action outlined in the Student Code of Conduct.

II. Security

- A. Only students and staff authorized to use a computer accounts may do so.
- B. A secure password will be maintained at all times. Students and staff must keep their passwords confidential.
- C. Access or the attempt to gain access to passwords or restricted areas will result in termination of computer privileges and/or any other penalty determined by the computer administrators.
- D. Users of the campus computer system have a responsibility to inform a campus administrator if a security problem is suspected or identified.
- E. To maintain security, the district reserves the right to review any electronic correspondence within the HISD network. A search will be conducted if there is sufficient suspicion or evidence to warrant an investigation. The Superintendent or Superintendent designee shall guide the investigation.
- F. School student E-mail accounts (@hisd.net domain) are subject to parental inquiries at any time, and the contents of their child's, but only their child's, account can and will be disclosed. The request must be in writing.
- G. Knowingly or inadvertently spreading a computer virus will result in a suspension of computer privileges and will be subject to the Student Code of Conduct.
- H. The modification, damage, or destruction of software is prohibited.
- I. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- J. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

- K. HISD reserves the right to install tracking mechanisms solely for the purpose of tracking lost/stolen HISD computer equipment property. Both, Superintendent and Technology offices will guide tracking enable procedures.

III. Personal Safety

Every effort is made to maintain the integrity of the computer system and to protect the students or staff from unacceptable materials by providing a well-structured and safe learning environment. Responsibility for personal safety lies with the user by:

- A. Not giving their real name, address, or phone numbers.
- B. Not agreeing to meet with someone who has been met on the Internet without parental knowledge or approval.
- C. Not releasing school information such as addresses or phone numbers without proper authority.
- D. Realizing that all information is not always accurate or truthful.
- E. Reporting any message or site that the user feels is inappropriate or undesirable.

IV. District Website

- A. The district will establish a website and will develop web pages that will present information about the district. Campuses will be responsible for the production and edit work for campus web pages.
- B. Schools and classes may establish web pages that present information about the school or class activities. Campus administrators will be responsible for managing the content of their school website.

V. Internet Access

- A. Students, one-to-one program parent(s)/guardian(s), and all HISD employees must sign the HISD Acceptable Use Policy before they are granted access to the Intranet/Internet resources. Parents have the right to withdraw permission at any time.
- B. Any material produced and to be placed on the Internet must be approved by a campus administrator or designee. All materials must relate or support student, employee, or community educational efforts.
- C. All eligible students will have equal access to the Intranet/Internet resources. Exploration of the Intranet/Internet for educational purposes is encouraged, but no single user should monopolize a computer or the network it uses. Personal files may be removed if total system space becomes low.
- D. HISD Internet resources may not be used for any commercial purpose (e.g. email accounts, website, software).
- E. Personally owned devices will be allowed to access the district's wireless LAN through a login through an appropriate Intranet/Internet filter. These devices will not have access rights to HISD network servers, folders or district owned printers.
- F. In accordance with the Children's Internet Protection Act the District will monitor and filter all Internet access by using an appropriate filtering and blocking technologies:
 - All district computers, with access to the Internet, shall be filtered.
 - All users will be restricted from access to inappropriate materials. The district's filter system supports blocking or filtering access to visual depictions if they are deemed: (1) obscene, (2) pornographic, or (3) harmful to minors.
 - The district cannot disable the filters when minors are using the Internet even with parental or teacher permission and supervision.
 - The district network will filter all social networking sites. Examples of these include but are not limited to Twitter, Facebook, dating sites or any other similar sites.

HISD staff shall guide HISD students under the age of 13 on proper Internet access or denial of Internet access according to the Children's Online Privacy Protection Act (COPPA). The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Rule was designed to protect children under age 13 while accounting for the dynamic nature of the Internet.

VI. Netiquette

All users are expected to abide by rules of etiquette when using the network. Following is a list of examples, but the rules are not limited to only these.

- A. Politeness. Verbal abuse is not acceptable.
- B. Appropriate language must be used at all times. The Student Code of Conduct rules apply to language used on the Internet.
- C. Illegal activities are strictly forbidden, and Code of Conduct rules will be enforced.
- D. Personal addresses, phone numbers, and information of students and faculty should not be released on the Internet or through e-mail. No e-mails should be considered private.
- E. Any use of the network that disrupts the ability of others to successfully use the network is prohibited.

- F. Subject headings in e-mail transmission should be used and stated clearly.
- G. Wording should be chosen carefully because context clues or voice inflections are not conveyed over the net.
- H. Harassment, as defined in the Student Code of Conduct, is strictly prohibited and will be dealt with in accordance with HISD policy.
- I. False, defamatory, and/or inflammatory information about another person or information that will damage or disrupt the system is prohibited.
- J. Use of HISD Intranet/Internet resources for commercial activities, commercial gain, or the advertisement for purchase or sale of a product(s) is strictly prohibited.
- K. Participating in chat rooms other than those sponsored and overseen by the district is prohibited.

VII. Vandalism

- A. Vandalism is the malicious attempt to destroy or harm district data or hardware, data of another user of the district's system or any users connected to the Internet. This includes, but is not limited to, the uploading of viruses and worms, or "hacking", i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
- B. Deliberate attempts to degrade or disrupt system performance may be viewed as violation of district policy and Student Code of Conduct and, possibly, as criminal activity under applicable state and federal laws.
- C. Monetary responsibility lies with the employee, student and/or parent if repair or replacement of software or hardware is necessary if the damage was caused by careless use or vandalism. Any staff, student and parent/guardian, or community member must sign a Financial Responsibility form if taking HISD property off District premises.
- D. It is the user's responsibility to report any misuse of software or hardware to the campus administrators, teacher, or teaching assistants. Knowingly withholding or suppressing information about vandalism could result in loss of computer privileges and disciplinary action.
- E. Programs developed to harass are strictly prohibited and will result in loss of computer privileges and disciplinary action.
- F. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages is prohibited.
- G. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- H. Users shall not disassemble or remove any parts of a computer or computer related system, without prior authorization from the district Technology Office.
- I. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware or software costs.

VIII. Usage and Insurance Fees

9th – 12th grade students opting to take their assigned laptop off campus are required to pay a yearly usage fee.

- A. Laptop Usage fee is NOT insurance. The students and parents are 100% financially responsible for any incidentals on HISD laptop property (damaged, lost, stolen, or vandalized). The usage fee is set by the 9th-12th grade campus administrators guided by the Technology Director per semester. If you need to make arrangements for payment please see your child's campus administrator(s).
- B. Parent/Guardian purchased Laptop Accidental Insurance is strongly encouraged for students participating in the one-to-one program.
- C. Laptop Accidental Insurance is strongly encouraged for HISD employees that take HISD technology property off District premises. Please check with your home, renters, or vehicle insurance for coverage.

IX. Consequences of Inappropriate Network Behavior

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users and are intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computer to access telecommunication resources is a privilege and not a right. Violation of the policies and procedures of Hereford ISD concerning the use of computers and networks will result in the following disciplinary actions.

- A. Suspension of access to the District's Intranet/Internet resources.
- B. Revocation of the District's Electronic Communications System account(s); and/or
- C. Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
 - o Disciplinary actions will be taken when a student engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Disciplinary actions will be considered in

flagrant violations that blatantly corrupt the educational value of computers for the Internet, or instances when students have used HISD Internet access to violate the law or to compromise another computer network.

- Students or HISD employees who leave the District and fail to check in their laptops and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event.

X. Disclaimer

- A. Hereford ISD makes no guarantee that the system and services provided will be fault proof or without defect and will not be held responsible for the accuracy or quality of any information obtained via the Internet. The district will not be held responsible for any damage that may occur, including but not limited to loss of information, interruption of data, accuracy of data, quality of data obtained or stored on the system. Hereford ISD will not be held responsible for any financial obligations arising through unauthorized purchases or commercial ventures on the system.
- B. Every possible precaution is taken with the privacy of the user in mind, but all persons should realize that the Internet is not a secure network and that electronic communication, including e-mail, is not always completely private. The campus and HISD accept no responsibility for any damage done directly or indirectly by the inadvertent mishandling of email or software applications.

The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the Acceptable Policy. The parent or legal guardian and the student must both sign and acknowledgement the consenting form to the terms and conditions in this acceptable use document before a student can be granted access within the HISD Intranet/Internet network.

USER AGREEMENT (students and staff):

I have read the Hereford ISD's Acceptable Use Policy. I understand that access is designed for educational purposes. I understand and will abide by the District guidelines, policies, and conditions for the use of the facilities of Hereford ISD and access to the Intranet/Internet. I further understand that any violation of the District guidelines or copyright policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action may be taken.

I agree not to hold Hereford ISD, any of its employees, or any of the institutions for networks providing access to Hereford ISD responsible for the performance of the system. I also agree not to hold HISD responsible for the content of any material accessed through the HISD network or damage to personal equipment via HISD Intranet/Internet connectivity.

User Signature

Date

User Printed Name

Hereford Independent School District Laptop Acceptable Use Agreement

STUDENT AGREEMENT:

I understand and will abide by the District guidelines, policies, and conditions for the use of the facilities of Hereford ISD and access to the Intranet/Internet. I further understand that any violation of the District guidelines or copyright policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action may be taken.

I agree not to hold Hereford ISD, any of its employees, or any of the institutions for networks providing access to Hereford ISD responsible for the performance of the system. I also agree not to hold HISD responsible for the content of any material accessed through the HISD network or damage to personal equipment via HISD Intranet/Internet connectivity.

Student Signature

Date

Student Printed Name

PARENT/GUARDIAN AGREEMENT:

I have read the Hereford ISD's Acceptable Use Policy. I understand that access is designed for educational purposes. I also recognize that it is impossible for the District to restrict access to controversial materials, and I will not hold the District responsible for supervision when my child's is not in a school setting using HISD technology property. I understand that my child must abide by the Hereford ISD's Acceptable Use Policy and District copyright guidelines. Should he/she commit any violation, access privileges may be revoked and disciplinary and/or appropriate legal action may be taken. By signing this form I agree with the HISD Acceptable Use Policy, and I have received a copy of the policy and procedures for my records. **I hereby authorize Intranet/Internet access for my child.**

Parent /Guardian Signature

Date

Parent/Guardian Printed Name

HEREFORD ISD:

School Official

Date