

# Acceptable Use Policy For New Diana Independent School District 2009-2010

The following policy for acceptable use of computers and networking, including the Internet and E-Mail, shall apply to all **district administrators, faculty, staff, students and guest users from the community.**

## Goals

New Diana's acceptable use policy has been formulated with the following goals in mind:

- **Ensure the security, reliability and privacy of the New Diana system and network.**
- **Avoid any situation that might cause New Diana ISD to incur civil liability.**
- **Maintain the image and reputation of New Diana ISD as a responsible educational facility.**
- **Discourage practices that degrade the usability of network resources.**
- **Preserve the privacy and security of users.**

## Purpose

The purpose of the New Diana ISD district network and Internet connection is to support research and education by providing access to unique resources. The use of the network must be in support of education and research and be consistent with the educational objectives of the New Diana ISD School Board.

## Educational Opportunity

Access to electronic mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. The levels of access to the Internet and the use of electronic mail provided to students will vary according to age, developmental maturity, and educational purpose. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The purpose of the Internet connectivity at New Diana ISD is to allow students the opportunity to access Internet resources for constructive educational goals. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow their child access to the system.

## Student Expectations

Students are responsible for appropriate behavior on the school's computer system just as they are in a classroom or a school campus. Communications on the system are often public in nature, and in all cases, general school rules for behavior and appropriate communication apply. It is expected that users will comply with the standards set forth in the District's Acceptable Use Policy. Use of the network is a **privilege**, not a right, and may be revoked if abused. Users will be held personally responsible for their actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

## Definition of Terms

<b>User</b>	Any Administrator, Faculty, Staff, Student or Guest user on the New Diana ISD computer system.
<b>Networking</b>	The process of using a single program simultaneously in more than one computer and the sharing of resources such as printers.
<b>Booting</b>	The process of loading software into a computer system at startup.
<b>Spamming</b>	Sending an annoying or unnecessary E-Mail message to a group of people. Examples include sending or forwarding chain letters, jokes, video clips, etc. to a group of people contained in the user's address book.

## General Conduct

- Users are prohibited from transmitting on or through the network any material that is, in New Diana's sole discretion, unlawful, obscene, threatening, abusive, libelous, or otherwise violate any local, state, national, or international law.
- New Diana services may only be used for lawful purposes. Transmission, distribution, or storage of any information, data, or material in violation of United States or State regulation or law, or by the common law, is prohibited. This includes but is not limited to, material protected by copyright, trademark, trade secrets, or any other statute. New Diana reserves the right to remove such illegal material from its system.
- New Diana ISD services may not be used for the propagation of computer viruses, worms, or Trojan horses.

## **System and Network Security**

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You will immediately notify the Technology Director if you have identified a possible security problem.

In order to keep the system and network secure, procedures for dealing with software are very strict.

### **1. Installing software**

Any software installed on the New Diana ISD services must have the approval of the Technology Director. In addition, if this software is brought from home, the user must be willing to donate the software and its license to the school district.

### **2. Buying new software through school**

To purchase new software, first get the software approved by the Technology Director to make sure that it is compatible with New Diana's service. After this, continue with normal purchase order request forms. All records of software licenses will be housed in the Technology Director's office.

### **3. Taking software home**

No software may be taken home and installed on a home computer unless it has been approved by the Technology Director and the school has a home use rights license for the software on file.

## **Plagiarism and Copyright Infringement**

- Users will not plagiarize work found on the Internet.
- Users will respect the rights of copyright owners.

**DO make copies of diskettes that fall in the following categories:**

- Data diskettes with records you've created.
- A single back up of a copyrighted program to be used when the original program is damaged.

**DO NOT make a copy unless:**

- You have permission in writing by the producer.
- It is Public Domain.
- It is used as a back-up copy.

Be aware that if an attempt is made to copy a disk with a lock on it, the original program could be destroyed.

## **New Diana ISD Board Policy**

The following is an excerpt from the New Diana Independent School Board Policy on copyrighted material pertaining to computer software.

### **Computer Software**

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into a memory when a program is loaded); or
2. The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use networking and booting (defined below) to accomplish multiple simultaneous use of a program without permission or unless purchase agreement allows a specified multiple use of the single copy.

To see the copyright policy in its entirety, please refer to the New Diana School Board Policy. Section EFE (L)-A

### **Resource Limits**

1. You will use the system only for educational and career development activities and limited high quality, self-discovery activities.
2. Students will not download any files. Teachers and staff will download educational related files only that are free of charge. Games should not be downloaded or played through the Internet.
3. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. You will check your e-mail frequently and delete unwanted messages promptly.

### **Due Process**

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through New Diana's system.

## **Netiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following.

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.

## **E-Mail Privileges**

All users are prohibited from using any e-mail accounts except the accounts setup by the Technology Director and housed on the New Diana ISD network. Accounts such as Yahoo, HotMail, etc. are strictly prohibited for all users. Students will not be given e-mail accounts and are not allowed to use any form of electronic communication except in a controlled environment under the supervision of a Teacher. Teachers may request student accounts through the Technology Director for class instruction on E-Mail as outlined by TEKS. These accounts will be temporary and be used only for class instruction.

## **Chat Rooms**

All users are prohibited from using chat rooms.

## **General Guidelines**

1. Avoid using the system in such a way that might harm or disrupt the work of other users.
2. Never abuse or damage the computer equipment or interfere with the operation of the system by altering the software or set up in any way.
3. Adhere to copyright laws and refrain from downloading or installing illegal software, shareware, or freeware on the system.
4. User should not view, send, or display offensive messages or pictures.
5. Students should notify their teacher immediately if they encounter materials, which violate the acceptable use policy. Teachers should notify the Technology Director with the Web Page address so that it can be blocked with the New Diana ISD Filter/Security system.
6. Never trespass or plagiarize work from the electronic files of other users.
7. The Superintendent, Assistant Superintendent, campus Principal and Technology Director may, at their discretion and at any time, review any or all system storage areas to maintain the integrity of the system and to insure that users are using the system responsibly.
8. Users shall not cancel, rename, or make unusable anyone else's computer files, programs, or data.
9. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
10. Users shall not try to discover another user's password.
11. Users shall not use New Diana Independent School District computers or networks for any non-instructional or non-administrative purpose.
12. Users shall not use a computer for unlawful purposes, such as illegal copying or installing of software.
13. Users shall not write, produce, make, copy, reproduce, 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.
14. Users shall not copy, change, or transfer any software or documentation provided by NDISD, teachers, or another student.
15. Users shall not purposely use the computer to annoy or harass with language, images, or threats.
16. Users shall not agree to meet with anyone that they have met on the Internet

17. Users shall not knowingly access any obscene or objectionable information, language, or images.
18. Users shall not tamper with the computers, networks, printers, or any other technology equipment. Users shall not change any settings without permission from the Technology Director.
19. Users shall not take home technology equipment (hardware or software) unless an administrator grants permission.
20. Electronic mail is not guaranteed to be private. Message with illegal activities will be reported.
21. Use of the NDISD computers for games is not considered acceptable.
22. All users must respect the legal protection provided by copyrighted license to programs, books, articles, and data.
23. Access to the Internet is a privilege not a right. Anyone using access in any way deemed inappropriate will be denied privileges.
24. Users shall not use any e-mail accounts not associated and housed on the New Diana ISD network. Example accounts include but are not limited to Yahoo and Hotmail.
25. Administrators, faculty and staff of the New Diana ISD school district will be given a New Diana ISD e-mail account for educational purposes.
26. Students will be allowed to use a New Diana ISD e-mail account under the supervision of a teacher for educational purposes as outlined in the TEKS.
27. Users shall not use chat rooms.
28. Users shall not download or play games through the Internet.
29. Users shall not bring software from home to be used on the New Diana ISD computers unless they intend to permanently donate the software and license to the school district. The Technology Director must approve this software.
30. Students shall not bring audio CD's from home to be used on the New Diana ISD computers.

**New Diana Independent School District  
Acceptable Use Policy for NDISD computers and network  
2009-2010**

**Student User Agreement**

I have read and understand the policy and related regulations, which govern the acceptable use of the New Diana Independent School District's electronic information and communication system, and I do hereby agree to abide to them in letter and spirit.

Further, I understand that a violation of the policy, regulation, or any other related rules that have been established from my classroom or school may result in revocation of my user privileges and/or other disciplinary action as may be deemed appropriate by the principal.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student Grade Level (PK -12) for the 2009-2010 school year \_\_\_\_\_

**Parental Permission**

As parent or legal guardian of this student, I have read and understand the policy and related regulations, which govern the acceptable use of the New Diana Independent School District's electronic information and communication system. I understand that access to the system is designed for educational purposes and that the District will take reasonable precautions to restrict access to inappropriate or objectionable materials. At the same time, I do recognize that such measures are not fail-safe and that complete and total restriction from controversial material is not possible.

On the basis of my understanding of the policy, regulations, and stated limitations to the restriction of access to inappropriate or objectionable materials:

\_\_\_\_\_ I hereby **grant** permission for my child to access the District's system for the use of electronic mail and the Internet. In consideration for such access, I do hereby release New Diana Independent School District, its operation, and any institutions with which they may be affiliated from any and all claims and damages arising from my child's use of, or inability to use, the computer system.

\_\_\_\_\_ I hereby **deny** permission for my child to access the District's system for the use of electronic mail and the Internet.

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Student Account Information  
For Grades 6 – 12 only**

**Student Password will be your Student ID number.**

*For Office Use Only:*

*User Name* \_\_\_\_\_

*Date* \_\_\_\_\_

*Server* \_\_\_\_\_

*List* \_\_\_\_\_

*Monitor* \_\_\_\_\_