

## INSTRUCTION

### ACCEPTABLE USE POLICY FOR DISTRICT COMPUTER SYSTEMS AND THE INTERNET

**Purpose:**

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Gadsden Independent School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

**Participants:**

All GISD technology users.

**Process:**

**DEFINITIONS:** The definition of information networks is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally-accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available. Stand alone work stations are also governed by this policy on acceptable use of the School District computer system. As used herein, the user shall mean the system operations, staff members, account holders, and authorized students afforded access and use of the School District computer system as part of the School District curriculum under the supervision and as monitored by an authorized user.

**INTRODUCTION:** The Gadsden Independent School District provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The School District permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by the School District. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

## **GUIDELINES:**

1. Access to the computer system, information networks and to the information technology environment within the School District's system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The School District's system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which the School District requires an account, such as Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this policy and the School District's computer and Internet Code of Conduct.
4. The School District's technological resources are limited. All users must exercise prudence in the shared use of this resource. The School District reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the School District's system is and shall remain the property of the School District.
6. Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the School District curriculum.
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to the system operators.

## **UNACCEPTABLE USE:**

The Gadsden Independent School District has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.

4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software for use on district computers.
9. Uses the network to access inappropriate materials.
10. Uses the School District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the School District system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the operating system, application software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally-accepted social standards in the community for use of a publicly-owned and operated communication device.
13. Violates the School District Computer and Internet Code of Conflict.

#### **SCHOOL DISTRICT'S RIGHTS AND RESPONSIBILITIES:**

1. Monitor all activity on the School District's system.
2. Determine whether specific uses of the network are consistent with this acceptable use policy or the Computer and Internet Code of Conduct.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this

- acceptable use policy or the Computer and Internet Code of Conduct.
4. Respect the privacy of individual user electronic data. The district will secure the consent of users before accessing their data, unless required to do so by law or policies of the Gadsden Independent School District.
  5. Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
  6. Attempt to provide error free and dependable access to technology resources associated with the School District system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
  7. Ensure that all student users complete and sign an agreement to abide by the district's acceptable use policy and administrative regulations. All such agreements will be maintained on file in the school office.

#### VIOLATIONS/CONSEQUENCES:

1. Students:
  - (a) Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
  - (b) Violations of law will be reported to law enforcement officials.
  - (c) Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student

## **Student Computer Use and Internet Access Release Form**

As a condition to use of the School District's computer system, including access to and use of the Internet, I understand and agree to the following:

1. To abide by the School Board's Policy on Acceptable Use and its Computer and Internet Code of Conduct.
2. That School District administrators have the right to review any materials created or stored in any files I may create and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the Gadsden Independent School District will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the School District's computer system including, without limitation, access to public networks.
4. That the Gadsden Independent School District does not warrant that the functions of the School District computer system or any of the networks accessible through the system will meet any specific requirements you may have, or that the School District computer system will be error-free or uninterrupted.
5. That the Gadsden Independent School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the School District computer system.
6. That the use of the School District computer system, including use to access public computer networks, is a privilege which may be revoked by School District administrators at any time for violation of the district's Acceptable Use Procedures and Code of Conduct. School District administrators will be the sole arbiter(s) of what constitutes a violation of the policy or Code of Conduct.
7. In consideration for the privilege of using the School District computer system and in consideration for having access to the public networks, I hereby release Gadsden Independent School

District, the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District computer system.

Printed Name of Student

User: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_

I hereby certify that I will abide by the conditions set forth in this document, the School District's Acceptable Use Procedures and Computer and Internet Code of Conduct.

\_\_\_\_\_  
Signature of Student User

\_\_\_\_\_  
Signature of Parent/Guardian

Date: \_\_\_\_\_

Date: \_\_\_\_\_

To be signed by authorized staff member.

I certify that the above parents and student have received a copy of the School Board Policy on Acceptable Use of the computer system and the Internet and the Computer and Internet Code of Conduct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Timeline:**

The enforcement of this policy is ongoing.

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**RONALD HAUGEN**

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**To:** Board Members; CMT; CALIXTO ARZAGA  
**Cc:** CRUZ DRAKE  
**Subject:** Emailing: inform\_tech

Below you will find our current information technology. The attachment contains the policy as recommended by the attorneys. The policy is basically the same as policy GBBC in the HR section except for changing the sign off which would pertain to students. Please review as this is tentatively being placed on the June 14th Board agenda for review and possible action if we are going to have it in effect for 04-05. Any questions or concerns give me a call...Ron

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Adopted: July 12, 2001

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Amended:

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## Instruction

### Information Technology

**Purpose:**

The Gadsden Independent School District prepares students for the twenty-first century by providing them access to information technology. This policy is designed to ensure that students have the means and privilege to access ideas and information that is educationally appropriate for classrooms and libraries. Use of information technology for purposes other than education is strictly prohibited. Students using information technology can have no expectation of privacy.

**Participants:**

Students under the monitoring and supervision of school personnel may access information technology.

**Process:**

The information technology shall be used for educational purposes consistent with the District's mission and goals. Students are required to follow an ethical use policy that governs the use of all forms of technology in support of the curriculum. Technology includes, but is not limited to computers, local networks, and the Internet. Ethical issues include copyright, privacy, appropriateness, fair and considerate use of equipment. Inappropriate use may result in cancellation of the privilege.

It is expected that all students abide by the following rules:

1. Abuse of access could result in refusal by the district to allow the user continued access. In addition, violation of this policy may result in disciplinary action.
2. Users shall not intentionally obtain copies, or modify files, passwords, or data that belong to anyone else. Students should not represent themselves as someone else for the purposes of accessing another's account. Personal materials should not be relayed without the consent of the originator.
3. All users must respect copyright laws for computer programs, books, articles, and data afforded legal protection by the law.
4. The development and implementation of programs designed to harass or sabotage other programs is prohibited.
5. Electronic mail and chat rooms are to be limited to issues directly related to education and is not guaranteed to be private.

6. Users must abide by existing federal and state laws in force regarding electronic communication. This includes accessing information without authorization, giving passwords out, or causing a system to malfunction.
7. Any unauthorized expense incurred while using the Internet shall be the responsibility of the user.
8. The user agrees to not write, post, transmit or use material that is threatening, defamatory, lewd, vulgar, obscene, profane, or disrespectful while using the Internet.
9. The user agrees to not engage in personal attacks or harassment including prejudicial, racial, or discriminatory remarks.
10. The user agrees to report immediately any offensive, pornographic, or otherwise objectionable material appearing on the Internet to a district staff member.
11. The user is warned against actually meeting the people they have met on the Internet without consent of the parent or guardian.
12. The user must sign an Internet Acceptable Use Agreement and Parental Permission Agreement prior to acquiring access to the district network.

**Timeline:**

This policy is in effect at anytime students are using information technology.

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1. New Mexico Statutes 1978 annotated Chapters 22 and 22a 1998 replacement Chapter 22 article 15A (inclusive).
2. Cross reference to Educational Materials Policy
3. Cross reference to Student
4. Children's Internet Protection Act, 47 U.S.C. (h)