

**Dimmitt Independent School
District**

**POLICY FOR
ACCEPTABLE USE OF COMPUTERS
AND NETWORKS
AND
INTERNET SAFETY**

INTERNET SAFETY POLICY AND POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS FOR DISTRICT STAFF AND STUDENTS.

Overview

The Dimmitt Independent School District Network (Dimmitt ISD) is now making Internet access available to the staff and students in Dimmitt Independent School District. We are very pleased to bring this access to Dimmitt ISD and believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service to Dimmitt ISD is to promote educational excellence in the Dimmitt schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Access is available to:

1. Electronic mail communication with people all over the world;
2. Information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions;
3. Public domain software and shareware of all types;
4. Discussion groups on a plethora of topics ranging from Chinese culture, to the environment, to music, to politics etc;
5. Access to many University Library Catalogs, the Library of Congress, CARL, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Despite efforts to prevent it, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Dimmitt ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Dimmitt ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS

The following policy for acceptable use of computers and networks, including Tenet, Thenet, and the Internet, shall apply to all District administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
2. Users shall not let other persons use their name, logon, password, or files for any reason except for authorized staff members.
3. Users shall not use or try to discover another user's password.
4. Users shall not use DISD computers or networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
5. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
6. Users shall not copy, change or transfer any software or documentation provided by DISD, teachers, or another student without permission from the campus Network Administrator.
7. 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 Horse, or similar name.
8. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
9. Users shall not deliberately access or create any obscene or objectionable information, language, or images that could be considered obscene, child pornography, adult pornography or harmful to minors.

10. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
11. Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or campus Network Administrator.
12. Users shall not take home technology equipment (hardware or software) without written permission of the teacher of record or campus Network Administrator.
13. **Unacceptable Use**-users of DISD are responsible for their actions and activities involving the District Network/Internet. Examples of unacceptable use include:
 - Unauthorized audio streaming (listening to music, radio, or news from the Internet)
 - Unauthorized downloads such as but not limited to: games, weather, screensavers, desktop themes, mp3 files, wav files, P2P files, videos, movies, photos, or any program from the Internet that requires downloading files
 - Alternative email programs (Microsoft Outlook is DISD's only authorized email software)
 - Any Instant Messaging program (Yahoo, AOL, MSN IM, etc.)
 - Saving photos on network drives (photos may be saved to individual PC hard drives)
 - Unauthorized software (all software must be pre-approved by IT Director)
 - Any social networking sites such as My Space, Facebook, YouTube, etc.
 - Users shall not use any means of disabling, relaxing or make any attempt to bypass any Dimmitt ISD Internet Content Filter or any Dimmitt ISD email filters. Web anonymizers, online Proxy filters, and other related services are strictly prohibited. Exceptions for disabling or relaxing content filtering for bona fide research or other lawful purposes will be accepted with approval from the campus administration

EDUCATION, SUPERVISION AND MONITORING

It shall be the responsibility of all Dimmitt ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

NETIQUETTE ON THE INTERNET

All users of the Dimmitt Public School's computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. Breaches can result in "flaming"--harsh criticism by others on the Net--or restricted access to some resources on the Internet. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible via the network should be assumed to be private property.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Abbreviate when possible. Some examples are: IMHO(in my humble opinion); R? (for your information); and :-) (happy face for humor).
9. Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
10. Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word also can be used to make a stronger point.

CONSEQUENCES FOR VIOLATION OF ELEMENTS OF STUDENT CODE OF CONDUCT RELATING TO ACCEPTABLE COMPUTER AND NETWORK USE

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

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of Dimmitt Public Schools concerning the use of computers and networks will result in disciplinary actions similar to other Code of Conduct violations:

Level 1. Warning: Student would lose computer privileges/Internet access until a parent conference. Further loss of privilege and length of time will be determined by the administration.

Level 2. Pattern of abuse or flagrant violations: Any student who, after Level 1 warning continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from class and recommended for suspension.

Level 3. Serious offenses: Student could be expelled from school or placed in Alternative Education Placement if he or she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used DISD Internet access to violate the law or to compromise another computer network.

CONSEQUENCES FOR STAFF VIOLATION RELATING TO ACCEPTABLE COMPUTER AND NETWORK USE AND INTERNET SAFETY POLICY

-Violations of this Acceptable Use Policy will result in the following actions:

First offense – verbal and/or written warning

Second offense – suspension of computer privileges

INTERNET SAFETY POLICY AND POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS FOR DISTRICT STAFF AND STUDENTS

THE PARENT/STUDENT AGREEMENT

Student's Name: _____ Grade: _____

Addition to Student Code of Conduct

In order to make sure that all members of the Dimmitt ISD community understand and agree to these rules of conduct,

Dimmitt ISD asks that the parent/guardian and student sign the following agreements:

Parent/Guardian Agreement

I agree not to hold Dimmitt Independent School District, any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

As the parent or guardian of this student, I have read the Dimmitt Independent School District Acceptable Use and Internet Safety Policy. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Dimmitt Independent School District responsible for materials acquired or sent via the network.

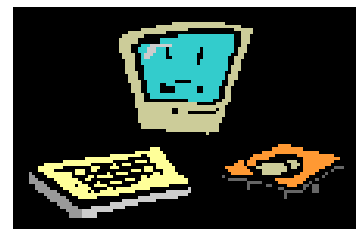
Parent/Guardian Signature & Date

Student Agreement

I understand and will abide by the district guidelines and conditions of the Dimmitt Independent School District Acceptable Use and Internet Safety Policy. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may be taken.

I agree not to hold Dimmitt Independent School District, any of its employees, nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Student Signature & Date



This agreement will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

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EMPLOYEE AGREEMENT

I have read the Dimmitt ISD Acceptable Use and Internet Safety Policy and will abide by the policy. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may be taken.

In consideration for the privilege of using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy.

Name: _____

Signature: _____

Date: _____

