

MORA INDEPENDENT SCHOOL DISTRICT (MISD) ELECTRONIC INFORMATION SERVICES (EIS) USERS POLICY

Approved 7/15/2014

Note that this agreement applies to both students and employees.

Upon reviewing, signing and returning this Policy, a student will be eligible for computer network and internet access during the remainder of the students' academic career while enrolled at MISD or staff members' career while employed at MISD.

MISD cannot provide access to any persons who are 18 or older until the Policy is signed and recorded or to a student under 18, until the "PARENT OR GUARDIAN AGREEMENT" is signed and recorded at his/her school site.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the principal at the school site where your child is enrolled.

Background:

The Internet is an international network of networks and is the communication and information highway today. Through the network your student will have access to hundreds of databases, libraries, and computer services from all over the world. The Internet consists of thousands of computer networks spanning the globe. Your student may also be given an Internet e-mail address allowing him/her to correspond with any of millions of users on the Internet.

Purpose:

The primary goal is to promote educational excellence by facilitating resource sharing, innovations, research and communication for students and staff. MISD's responsibility in preparing our students is to provide them access to the tools they will be using as adults. We believe that use of this teaching your student about his/her role as a network citizen and the code of ethics involved with this new global community.

MISD Internet Uses:

The network is provided for all students on an equitable basis to conduct educational and school-based research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Access to these supplemental services should be viewed as a privilege, **not a right**.

A MISD teacher who monitors the student's use of the Internet must sponsor students desiring Internet services through MISD. In addition, the sponsoring teacher must attest to the educational and classroom use, and need for the student's Internet account. These accounts are intended for the duration of the class (assignment).

The MISD network and the Internet are to be used for teacher assigned research projects, communications with scientists, and other students in regard to research projects.

Educationally based restrictions:

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Agree not to engage in criminal speech, inappropriate material or dangerous information. Any threats to the president, instructions of breaking into computer systems, child pornography, drug dealing, purchase of alcohol, illegal activity, etc. are prohibited. Any speech (e-mail, postings, tweets, comments, home pages, etc.) that is inappropriate in an educational setting that violates district rules. Use of obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, harassment, personal attacks, including prejudicial or discriminatory attacks, false, or defamatory material about a person or organization is prohibited. Students shall not access material that is profane or obscene (pornography) that advocates or condones the commission of unlawful (illegal) acts or that advocate or condone violence or discrimination toward other people (hate literature). Students shall not access information that, if acted upon, could cause damage or present danger or disruption.
- Abide by all copyright and trademark laws and regulations. If a student uses another idea or writing, they must give credit where is due and no attempt to pass off any work as their own. The moment a document (text, music, picture, etc.) is created by someone it is protected by copyright. This states that the owner of the copyright has the exclusive right to copy, modify, distribute, display/transmit and perform the work. Those interested in using others material must receive permission from the copyright holder.
- Agree not to engage in plagiarism. Plagiarism is taking ideas or writing from another person and offering them as original ideas. Plagiarism has always been considered illegal, but the Internet makes it very easy to cut and paste ideas and writing of other people into documents.

- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities. It is inappropriate and violation of the copyright law to reveal personal information about others.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data or another use, Internet, or any of the other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to an including expulsion for students. Consequences will vary and be based on severity of misuse and students may be provided an opportunity to due process. Inappropriate use that is criminal will be reported to the appropriate authorities.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

In order for the School District to be able to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of Internet resources. Teachers and other staff will make reasonable efforts to supervise student use of network and Internet access. The following safeguards have been implemented to ensure the safety of your students: (1) CISCO Security System Firewall/ Sophos Antivirus (2) Implemented the MISD ELECTRONIC INFORMATION SERVICES (EIS) USERS POLICY Agreement; (3) Teacher and Staff Supervision of Internet use at all times. Students must understand that inappropriate Internet use is unlawful and proper disciplinary actions will be taken.

Routine maintenance and monitoring of the system may lead to discovery that the user has violated the district AUP or the law. Additionally, and individualized search will be conducted if there is reasonable suspicion that a user has violated the law, rules or policy. The scope of the investigation will be reasonable and in the context of the nature of the alleged violation.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____