

## **Network Access General Use Policy for Students**

### **Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources**

The Lewisville Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Lewisville ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Lewisville ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

#### **DEFINITION OF DISTRICT TECHNOLOGY RESOURCES**

The District's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, electronic gradebook, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

#### **ACCEPTABLE USE**

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Executive Director of Technology or designee.

Other issues applicable to acceptable use are:

1. **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. **Supervision and permission:** A staff member only allows student use of the computers and computer network when supervised or granted permission.
3. **Attempting to log on or logging on to a computer, electronic gradebook or email system by using another's password is prohibited:** Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. **Improper use of any computer or the network is prohibited. This includes the following:**
  - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
  - Using the network for financial gain, political or commercial activity
  - Attempting to or harming equipment, materials or data
  - Attempting to or sending anonymous messages of any kind

- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files and documents of another user without authorization

### **SYSTEM ACCESS**

Access to the District's network systems will be governed as follows:

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with anyone.
3. With the approval of the immediate supervisor, district employees will be granted access to the District's system.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
5. Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time limitations, station access limitations, file access restrictions, and a revocation of Internet access privileges.

### **CAMPUS LEVEL RESPONSIBILITIES**

The campus principal or designee will:

1. Be responsible for disseminating, collecting signed permission forms, and enforcing the District Acceptable Use Guidelines for the District's system at the campus level.
2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

### **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the District's computer network systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.
3. System users may not use another person's system account.
4. System users are asked to delete electronic mail or outdated files on a regular basis.
5. System users will be responsible for the care and maintenance of their systems. Maintenance issues should be reported to the campus computer facilitator.
6. System users will be responsible for following all copyright laws.

### **VANDALISM PROHIBITED**

Any attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Intentional attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, system break-in utilities such as Sub-7 or system hacking programs.

Vandalism as defined above will result in the cancellation of system use privileges and possible prosecution. The party will be responsible for restitution of costs associated with system restoration, hardware, or software costs.

### **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that use of the system may inadvertently provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material. The District will maintain an Internet filtering software package to attempt to minimize the access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system.

A student 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. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. This could result in loss of credit for students or termination of employment for employees.

### **NETWORK ETIQUETTE**

System users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending or receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

### **SUSPENSION/REVOCAION OF SYSTEM USER ACCOUNT**

The District will suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **CONSEQUENCES OF IMPROPER USE**

Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

### **DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

### **TERM**

This policy is binding for the duration of the student's enrollment in Lewisville ISD.

## **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the District's technology resources. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. It is important that you read the Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources, and the agreement form. Ask questions if you need help in understanding the documents.

Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **RULES FOR APPROPRIATE USE:**

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES:**

- Using the system for any illegal purpose
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Borrowing someone's account without their permission
- Creating an account for the purpose of accessing another student's grades
- Posting personal information about yourself or others (such as addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder
- Intentionally introducing a virus to the computer system
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through the improper use of the computer system
- Gaining unauthorized access to restricted information or resources

### **CONSEQUENCES FOR INAPPROPRIATE USE:**

- Suspension of access to the system
- Revocation of the computer system account; or

Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws

# LISD Network Access General Use Policy for Students

## Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources

**DISCLAIMER: Your child will not be allowed to use any LISD technology equipment until this form is signed and returned to the campus.**

### STUDENT AGREEMENT:

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the LISD Guidelines for Acceptable Use of LISD Technology Resources and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension/revocation of system access as well as appropriate disciplinary action.

Student Last Name _____	First Name _____
Grade: _____	Student ID _____
<b>Student Signature</b> _____	<b>Campus</b> _____

### PARENT AGREEMENT: (Please check one)

I have read the LISD Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources (<http://www.lisd.net/webpolicy/aupstu0207.pdf>), and this agreement form. In consideration for the privilege of my child using the District's technology resources, 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 my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy, and administrative regulations.

- I give my permission for my child to participate in the District's technology resources and certify that the information contained on this form is correct.
- I do not give

Parent/Guardian Name _____ <small>(Please Print)</small>	_____ <small>(Signature)</small>
Home address _____	Home phone number _____
Home address _____	_____ <small>(Date)</small>