

**DEER PARK INDEPENDENT SCHOOL DISTRICT
ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

CQ
(REGULATION)

The Superintendent or designee will oversee the District's electronic communications system.

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

CONSENT REQUIREMENTS Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner(s) or an individual owner specifically authorizes may upload copyrighted material to the system.

All non-school and non-district software purchases including shareware and freeware must be pre-approved prior to installation on any system. Approval may be obtained through the Department of Technology.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ(EXHIBIT)]

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy. [See CQ(EXHIBIT) and policies at FL]

FILTERING

The Superintendent will appoint a committee, to be chaired by the technology director, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g. bomb making); and on-line gambling.

**REQUESTS TO
DISABLE FILTER**

The committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make recommendation to the Superintendent regarding approval or disapproval of disabling the filter for the requested use.

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District's system.
 2. Students in grades PreK-12 will be granted access to the District's system by their teachers, as appropriate; however, no student will be assigned an individual account or password.
 3. The District will require that all passwords be changed periodically deemed as necessary.
 4. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
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TECHNOLOGY COORDINATOR RESPONSIBILITIES

The technology coordinator for the District's electronic communications system (or campus designee) will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
 2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
 3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
 4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
 5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
 6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Superintendent.
 7. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
 8. Set limits for data storage within the District's system, as needed.
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INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information/communications systems:

ON-LINE CONDUCT

The individual in whose name a system account is issued will be responsible at all times for its proper use.

1. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
2. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
3. Communications may not be encrypted so as to avoid security review by system administrators.
4. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.

5. Students may not distribute personal information about themselves or others by means of the electronic communication system.
6. System users must purge electronic mail in accordance with established retention guidelines.
7. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
8. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
9. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
11. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
12. System users may not waste District resources related to the electronic communications system.
13. System users may not gain unauthorized access to resources or information.

**VANDALISM
PROHIBITED**

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password 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 provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or 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. See DH]

**PARTICIPATION IN
CHAT ROOMS
AND NEWSGROUPS**

Students are prohibited from participating in any chat room or newsgroup accessed on the Internet. Such participation is permissible for employees, in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
 2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
 3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
 4. Transmitting obscene messages or pictures is prohibited.
 5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
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**TERMINATION/
REVOCAION OF SYSTEM
USER ACCOUNT**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. 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 system user's requirements, or that the system will be uninterrupted or error free, or 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 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 electronic communications system.

EXHIBIT A

LETTER FOR PARENTS OF SYSTEM USERS

Dear Parents:

Your child has an opportunity to be given access to the Deer Park Independent School District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,

Principal or Technology Coordinator

EXHIBIT B

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DPISD ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the Deer Park Independent School District's electronic communications system. 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 District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. 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 take reasonable steps 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

- The account is to be used mainly for identified educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for proper use, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- 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.

The student agreement must be renewed each academic year.

STUDENT

Name _____ Grade _____

School _____

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 District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

PARENT OR GUARDIAN

___ I do not give permission for my child to participate in the District's electronic communications system.

I have read the Deer Park Independent School District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the Deer Park Independent School 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 permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of parent or guardian _____

Home address _____

Date _____

Home phone number _____

EXHIBIT C

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DPISD ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the Deer Park Independent School District's electronic communications system. 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 opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative 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 some material you might find objectionable. While the District will take reasonable steps 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

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- 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.
- Remember that people who receive e-mail from you with a school address might think your message represents the district's or the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through 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 District policies and applicable laws.

I understand that my computer use is not private and that the Deer Park Independent School District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. 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 my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature _____

Home address _____

Date _____

Home phone number _____

EXHIBIT D

AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM BY A NONSCHOOL USER

You are being given access to the Deer Park Independent School District's electronic communications system. 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 opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. 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 some material you might find objectionable. While the District will take reasonable steps 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 held responsible at all times for proper use, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through 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 legal action, in accordance with applicable laws.

I understand that my computer use is not private and that the Deer Park Independent School District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. 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 my use

of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature _____

Home address _____

Date _____

Home phone number _____

EXHIBIT E

ELECTRONIC DISPLAY OF WORK AND/OR PHOTO RELEASE FORM

From time to time, Deer Park ISD will promote and publicize its educational programs on the district's World Wide Web page. This includes publication of student work or photos of students engaged in learning activities. If the work or photo is identified, it will be by each student's first name only or first name and last initial in the event that two students have the same first name.

Should your child's work or photo be chosen for publication, your signature on this form acknowledges your permission for such work or photo to be published on the DPISD World Wide Web home page. The World Wide Web address (URL) for the district web page is <http://198.216.248.1>

*******Please Cut Here and Return the Bottom Portion*******

Yes___ No___ I give my permission for my child's work to be published on the DPISD home page.

Yes___ No___ I give my permission for my child's photo to be published on the DPISD home page.

I understand that my child's work and/or photo, if identified, will be done so by first name only or first name and last initial in the event that two students have the same first name. I understand that not all student work or photos will be identified by name. I hereby give the above permission and release the district from any liability resulting from or connected with the publication of such work or photo.

Parent/Guardian Signature

Date

Glossary

Browser, browsing - the program that runs on your computer and lets you navigate the World Wide Web. Netscape and Internet Explorer are the two most common browsers. These programs display the files that are on web servers.

Capturing - surreptitiously collecting electronic information from others who are browsing the web. As you travel around the web, your requests for information can be interpreted and saved, so the owner of the information can catalogue the electronic addresses and recontact you for his or her own purposes.

Chat room - a computer location where participants can exchange notes, converse, and exchange data.

Firewall - a security device that restricts access into a network. Firewalls can be configured in many different ways but are primarily used to let a company's computers go out to the Internet without letting people on the Internet come into the company computers.

Flame - an angry, perhaps even malicious, e-mail response; sometimes sent in such huge quantities that it becomes a burden to the recipient.

Internet Service Provider (ISP) - the company, agency, or institution that provides electronic access to the Internet.

Internet vs. Intranet - Internet documents and information are available to anyone in the world, unless there is a security system. Intranet documents and information are available only to computers within a specific network. Intranets are closed and secure; the Internet is open.

Link - a place in a web document where you can click to travel to a different web location. Links collectively make a web of information.

Newsgroup - a shared (and sometimes moderated) area on a computer, where anyone can put a message. Newsgroups are specific to a topic and are an excellent way to gather information or discuss issues with other people interested in the topic.

Server, web server - a computer whose purpose is to hold information that is allowed to be published and viewed on the World Wide Web.

Spam - e-mail that is the electronic equivalent to junk mail. Usually advertisements, jokes, or notices, it is of no real value to the recipient.

Webmaster - the person responsible for maintaining the information on a web site that is available to the World Wide Web.

Web page, web site, netsite, homepage, URL (uniform resource locator), web address, net address - all refer to a location that can be visited on the World Wide Web.