

# AQUILLA ISD

404 N. Richards  
Aquilla, TX 76622  
254-694-3770



## NETWORK ACCEPTABLE USE POLICY

### Purpose and Goal

The purpose and goal of Aquilla ISD's Internet access and two-way interactive video-conferencing in the classrooms is to promote, enhance, and advance student learning and academic success in all curricular areas by making available to students the vast storehouse of communications, learning, and reference materials available on the Internet and the World-Wide Web. Access shall be in support of education and legitimate research and must be consistent with the academic and curricular expectations and policies of Aquilla ISD. It is therefore imperative that all users conduct themselves in a responsible, ethical, and polite manner.

### District Responsibility & Liability

**Aquilla Independent School District makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided.**

**The school district will not be responsible for any damages incurred to any user through his/her unauthorized use and all claims and damages of any nature arising from any person's use of, or inability to use, the District's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or solicit services.**

**From time to time, the Superintendent and Board of Trustees of Aquilla ISD will make decisions on whether specific uses of Aquilla ISD's Internet access are consistent with this policy and its stated purpose and goal and will deem what is appropriate and inappropriate use.**

### User Responsibilities and Privileges

Students are responsible for good behavior on the school computer network just as they are in the classroom or school hallway, and ALL users are expected to behave in a considerate and responsible manner on the network, just as they are expected to behave anywhere else. Communications on the network and the Internet are often public in nature. Privacy is not guaranteed. Administrators and professional staff may review files and will monitor student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Electronic messages stored on school-based computers may be treated under the same search and seizure guidelines as school lockers. Users violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. The administration, faculty, and staff of Aquilla ISD may deny, revoke, or suspend specific user privileges and student network access.

### Supervision of Student Access

Students will be under the supervision and guidance of district staff when using the Internet and/or participating in two-way interactive video-conferencing. Additionally, access by students to the Internet is filtered for content per federal regulations. Violations of rules by students will be handled by the school district's behavior policies and disciplinary procedures as described in this document and the Student Handbook. Chat lines, chat services, and multi-user Internet games are not generally considered to be an appropriate educational activity or an appropriate use of an educational network. If Internet Relay Chat (IRC) or multi-user Internet games are used, they shall be teacher-led and actively supervised for a specific, clearly justifiable educational purpose and objective.

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## ACCEPTABLE USE GUIDELINES

### Network Etiquette

- All users shall conduct themselves in a responsible, ethical, and polite manner at all times.
- Users shall not use the network in a fashion inconsistent with directions from administrator(s), teachers and other staff and generally accepted network etiquette.
- Any user's traffic that traverses another network may be subject to that network's Acceptable Use Policy (AUP).

### Illegal Activities

- Users shall not engage in activities for illegal purposes, or in support of illegal activities.
- Users shall immediately report illegal or unauthorized use of the network to the supervising teacher or the school administrator.
- Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District's system, or go beyond their authorized access. This includes attempting to use or try to discover another user's password, to log in through another person's account or access another person's files. Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.

### Vandalism

- Users shall not engage in activities designed to intentionally disrupt or damage the system, damage information, disks, or files belonging to others, misuse system resources, or allow others to misuse system resources.
- 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.

### Commercial Use / Product Advertisement

- Use of Aquilla ISD's Internet access for commercial purposes, product advertisement, or for personal gain is strictly prohibited. The Internet, web pages, and other technology available via Aquilla ISD's Internet access shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.

### Dissemination of Material or Information

- Users shall not use the network to disseminate material or information on the behalf of or with regard to professional associations/unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent.

## **Email & Discussion Group Mail Lists**

- All users of email sent and received via Aquilla ISD's Internet access and/or local area network are subject to the rules and guidelines for Student and Teacher/Staff behavior as described in Aquilla ISD's Student and Teacher Handbooks. When sending email via intranet or Internet, all users must conduct themselves in a responsible, ethical, and polite manner.
- Privacy is not guaranteed. All communications and information sent or received via Aquilla ISD's local area network and Internet access must be assumed to be publicly available.
- Users will not post "chain letters" or engage in "spamming." Spamming is sending annoying, unwanted, or unnecessary messages to a large number of people.
- Users will check their e-mail frequently and delete old, unneeded messages promptly.
- Teachers and Staff will subscribe only to discussion group mail lists that are relevant to their grade/subject area and education or professional/career development.
  - Students may subscribe to appropriate discussion group mail lists only with the approval of their grade level teacher or subject area instructor and must unsubscribe at the end of the school year unless special arrangements are made.
- Users shall not subscribe to or use fee based on-line services without the prior written approval of the superintendent or his designee.

## **Respect for Privacy**

- Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.
- Users shall not post material authorized or created by another without his/her consent.

## **Security**

- Student users shall not communicate any credit card number, bank account number, or any other personal or financial information about themselves or any other person.
  - Report to the teacher or administrator anyone who asks for this information, or other personal information, such as an address, phone number, etc.
- Users are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
- Users will immediately notify the teacher or administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users shall not tamper in any way with or open the cases, housings, or packaging of computers, software, networks, printers or other associated equipment or wiring or move/remove them from their assigned areas except as directed by the teacher, staff member, or the superintendent or his designee.
- Users shall not copy, change or transfer any software or documentation provided by the school district, its teachers or staff, or of any another student without permission from the superintendent or his designee.

## **Inappropriate Language**

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- Users shall not deliberately use the computer to annoy, harass, or attack others with language, images, or threats. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they MUST stop immediately.

### **Inappropriate Access to Material**

- Users shall not deliberately access and/or create or transmit/receive any obscene or objectionable information, language or images.
- Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).
  - For students, a special exception may be made if the purpose is to conduct legitimate research and access is approved by the principal, the teacher, and the parent.
  - District employees may access the above material only in the context of legitimate research with a clearly understood educational objective.
- If a student user inadvertently accesses such information, he/she should immediately report the inadvertent access to a teacher or staff member in attendance. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

### **Student Safety on the Internet**

- Access to the Internet and two-way interactive video-conferencing by students via Aquilla ISD's Internet connection and local area network shall be actively monitored at all times by a trained teacher/staff member, or other authorized person of Aquilla ISD.

#### *(Restrictions for student users)*

- Student users shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, bank account or credit card numbers, etc.
- Student users shall not meet with someone they have met on-line on school-based computers without their parent's approval and active participation.
- Users will promptly disclose to their teacher, staff member, or administrator any message they receive that is inappropriate or makes them feel uncomfortable.

### **Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.