

Snyder Independent School District

Student Acceptable Technology Use Policy

The Snyder Independent School District provides electronic information services to students and teachers in Snyder ISD who qualify as a result of participation in an orientation on how to use these resources. Snyder ISD strongly believes in the educational value of such electronic resources and recognizes their potential to support our curriculum and student learning. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will attempt to protect students and teachers from any misuses or abuses as a result of their experiences with an information service but cannot, of course, make any guarantees. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this User Agreement. If any user violates these provisions, access to technology classes or technology resources may be denied and you may be subject to disciplinary action, **including possible suspension or expulsion.**

1. **Personal Responsibility.** I will use the electronic media only for accessing educational material. I accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse is defined as, but not limited to, involvement with pornography, illegal solicitation, racism, sexism, obscenity, or materials that promote illegal behavior.
2. **Acceptable Use.** The use of my assigned account must be in support of educational research and with the educational goals and objectives of Snyder ISD as stated in District Policy. I am personally responsible for this provision at all times when using the District's electronic information service.
 - a. **The accessing, posting, submitting, publishing, sending or receiving of any materials in violation of applicable law is prohibited. This includes, but is not limited to: copyrighted material; threatening, obscene, disruptive or sexually explicit material; materials that promote illegal behavior; material protected as a trade secret or material that can be construed as harassment or disparagement of others based on their race/ethnicity, gender, age, disability, religion, or political beliefs.**
 - b. Use for commercial activities by for-profit institutions is not acceptable.
 - c. **Accessing social networking is not allowed, with the exception sites that are created by teachers for specific instructional purposes or employees for specific work related communication.**
3. **Privileges.** Access to information through the Snyder ISD Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. Each person who receives an account will participate in an orientation conducted by a staff member. The administration, staff or faculty of Snyder ISD may request that the system administrator deny, revoke or suspend a specific use account.

4. **Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:
 - a. Be polite and use appropriate language.
 - b. Never reveal your (or anyone else's) home address, personal phone number, or other personal information to fellow students, school personnel, or individuals or companies on the Internet. Only use electronic mail, chat rooms, and other forms of direct electronic communications under the direct supervision of school personnel.
 - c. Email is not guaranteed to be private. All messages may be reviewed by school officials.
 - d. Do not use the network in any way that would disrupt service by the network to others.
 - e. **Do not attempt to alter or interfere with other users' ability to post, send, receive or submit material, nor attempt to delete, copy or modify other users work or identity.**
5. **Services.** Snyder ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Snyder ISD will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Snyder ISD specifically disclaims any responsibility for the accuracy of information obtained through its services.
6. **Security.** Security on any computer system is a high priority. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.
7. **Vandalism.** Vandalism is defined as willful or malicious destruction or defacement of public or private property. Vandalism also includes any malicious attempt to access, harm, alter, or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses **or hacking**. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.
 - a. Equipment abuses are unacceptable whether out of frustration, misuse, or carelessness. Users are responsible for damage to or loss of District equipment. The District's prohibition under the Student Code of Conduct related to vandalism and the appropriate disciplinary consequences will apply.
 - b. Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage. Changing computer

settings can be considered vandalism. All computers are pre-configured for operational use. Changing settings can hinder use.

Please read this User Agreement carefully. The District requires your signature and that of your parent/guardian (If you are under 18) before the District can provide you with an access account.

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to my school principal. All of the rules of conduct described in District Policy CQ (Local) and Student Code of Conduct apply when I am on the network.

Grade Level (K-12)

Student Name (please print)

Signature

Date

As the parent or guardian of this student, I have read this User Agreement and understand that it is designed for educational purposes. Although Snyder ISD has implemented a filtering system designed to restrict minors' access to harmful materials, I understand that it is impossible for the Snyder Independent School District to restrict access to all controversial materials. Therefore, I waive all claims against the District, its officers, agents, or employees, for damages occurring by reason of the student's use of the information system. I also agree to report any misuse of the information system to the school principal. I accept full responsibility for supervision if and when my child's technology use is not in a school setting and may have an impact on school activities.

I hereby give my permission to issue an account to my child and certify that the information contained in this form is correct.

Parent/Guardian Name (please print)

Signature

Date

Snyder Independent School District

Employee Acceptable Use of Technology Standards and Use Agreement

1. Purpose of Standards and Use Agreement

- i. Communications and computer technology at Snyder ISD are provided and maintained for instructional, educational and administrative purposes only. These implement Board Policy CQ (Legal), establish the standards for Employees' Acceptable Use of Technology, and govern the use of these technologies by employees during the performance of their job functions.

2. Access to Technology Equipment and Services

- i. Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.
- ii. Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not private. This technology should not be used to transmit confidential information about students, employees, or District business.
- iii. To ensure proper use, the Superintendent/designee may monitor the District's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.

3. Acceptable User Policy

- i. It is a general policy that online communication is to be used in a responsible, efficient, ethical, and legal manner in support of education, business and/or research and within the educational program and goals of the Snyder ISD. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.
- ii. Superintendent, Assistant Superintendents, Administrators, Principals, or Department Heads may set more restrictive guidelines for employees in their area of responsibility.
- iii. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. Snyder ISD does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.
- iv. Should an employee see any unacceptable materials or inappropriate use, he/she shall notify an administrator or a supervisor immediately. Report any instances where the Acceptable Use Policy or security may be violated. Report inappropriate Internet Web sites to Technology Department so that access to the sites can be blocked in the future.
- v. If there is any doubt as to the appropriate use of a District-provided electronic system, review the use in advance with a supervisor and/or a member of the Technology Department.

4. Proper Use and Care

- i. Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and or trained on proper care and operation. Users will be individually assessed to determine their technical capabilities and will be properly trained and supported by the Technology Department, as systems are issued for their use.
- ii. Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are mis-configured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.
- iii. Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of District equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.

- iv. Users should not attempt repairs without authorization or support from designated District or school personnel. Volunteers – parents, family members, or friends – are not authorized to attempt repairs on District equipment.
- v. Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage. Changing computer settings can be considered vandalism. All computers are pre-configured for operational use. Changing settings can hinder use.
- vi. Users shall not install or modify applications without approval and support of the Technology Department or designated technology teachers or support staff. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by technology or instructional staff. File-sharing software cannot be installed or used on district computers for the purpose of illegally sharing copyrighted materials such as music, images and software. This type of software is often used to “pirate”, or illegally copy, music across the Internet. These Napster-like software packages are distributed under many different names including Gnutella, WinMX, Kazaa, LimeWire, Morpheus, and others. The use of this type of software is illegal when used to share copyrighted material. The most common use is the illegal “swapping” of music encoded in the MP3 format and is a violation of U.S. copyright laws.
- vii. Users shall not download or install copyrighted software without proper licensing. Non-licensed software will be deleted.
- viii. In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District’s network without prior approval and support of the Technology Department. Any equipment found to be in violation of this policy will be immediately disconnected.

5. Personal Responsibility

- i. All technology equipment is District property and is provided for instructional or administrative use only. Personal use is limited in the same manner as other similar District property – telephones, copiers, postage, office supplies and instructional materials. Supervisors will provide guidance as to the appropriate level of personal use.
- ii. The same guidelines that currently apply to magazines, books, videos, or other materials apply equally to Internet use. Board policies on sexual harassment, civility, and commercial activity apply to all technology or electronic activities.
- iii. The conduct of personal business, including buying and selling products or promoting services, using District resources is not allowed. In addition, District electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-district sponsored events.
- iv. The District maintains a public Internet site and an in-house Intranet site. All materials published on these sites must follow the same Board Policies and Education Code Sections that apply to printed material. These policies include restrictions on the content, nature, purpose, and volume of information to be published. Intranet pages are provided for District employees and students only. Any information to be posted on the public Web site or in-house Intranet site must be approved through administrators (or their designee) and the District’s Technology Department. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent. Specific Web site guidelines are established and available through the District’s Communications Department.
- v. Do not store personal files or applications on District media.

6. Security and Passwords

- i. To maintain security, users are issued unique User ID’s and passwords to enable their access. Do not use other people’s passwords. Do not write down a password where others can see it, and change passwords regularly as recommended.

7. Penalties for Violations

- i. Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in these procedures may face disciplinary action in accordance with state law and Board policy.

8. Employee Acknowledgement

- i. All employees of Snyder ISD who have access to District technology will be required to annually acknowledge that they have received this Operational Letter, read it and accept the guidelines.

Employee Acknowledgement

I have received, read, and accept the guidelines in the Operational Letter on Employee

Acceptable Use of Technology. Print Name

Signature

Date
