

# **Technology Acceptable Use Agreement**

## **Acceptable Use Agreement for Internet and Other Electronic Resources**

The Buckholts Independent School District recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Buckholts Independent School District encourages the responsible use of computers, computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Buckholts Independent School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Buckholts Independent School District adopts this policy governing the voluntary use of electronic resources and the Internet in order to guide individuals and groups obtaining access to these resources on Buckholts Independent School District owned equipment or through Buckholts Independent School District Affiliated organizations.

### **Buckholts Independent School District Rights and Responsibilities:**

It is the policy of the Buckholts Independent School District to maintain an environment that promotes ethical and responsible conduct in all online network activities to meet the Children's Internet Protection Act (CIPA) guidelines for all users, staff, and students. It shall be a violation of this policy for any employee, student, or another individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Buckholts Independent School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Buckholts Independent School District retains the following rights and recognizes the following obligations:

- To log network use and monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
- To remove a user account on the network.
- To monitor the use of online or offline computer activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Buckholts Independent School District owned equipment and, specifically, to exclude those who do not abide by Buckholts Independent School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- Buckholts Independent School District reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Buckholts Independent School District.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitors prohibited ring instruction, and assistance may be achieved.

### User

The use of the electronic media provided by the Buckholts Independent School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### Acceptable Use

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Buckholts Independent School District.
- Proper codes of conduct in electronic communication must be used. In newsgroups, Giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be observable by Buckholts Independent School District.
- Mass emails to campuses or the district using the group mailing lists will be forwarded through campus distribution channels. Approval for announcements or other mass emails is required for students and staff.
- Network file storage space will be monitored and maintained, and files will be deleted from personal directories to avoid excessive use of file server harddisk space.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- From time to time, the Buckholts Independent School Dist system administrator specifically authorized uses of the network are consistent with the acceptable use practice.

### Unacceptable Use

- Giving out personal information about another person, including home address and phone number is strictly prohibited.
- Any use of the network for commercial or for profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or the computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Buckholts Independent School District computers, is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- The Buckholts Independent School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Buckholts Independent School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Buckholts Independent School District.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms or other languages that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

**\*\*Disclaimer\*\***

The Buckholts Independent School District cannot be held accountable for the information that is retrieved via the network. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.