

**APPENDIX F
CIPA POLICY – SEE LOCAL POLICY CQ**

**ELECTRONIC COMMUNICATION AND DATA MANAGEMENT
INTERNET ACCEPTABLE USE REGULATIONS**

The Superintendent or designee will oversee the Harrold ISD electronic communications system.

The Harrold ISD system will be used only for administrative and educational purposes consistent with the Harrold ISD mission and goals. Commercial use of the Harrold ISD system is strictly prohibited.

The district will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the Harrold ISD system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the Harrold ISD system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorized may upload copyrighted material to the system.

**SYSTEM
ACCESS**

Access to the Harrold ISD electronic communications system will be governed as follows:

1. With the approval of the Superintendent, District employees will be granted access to the Harrold ISD system.
2. The District will require that all passwords be changed periodically at the direction of the District Systems Administrator.
3. Employees with access to the system will be required to maintain password confidentiality by not sharing the password with students or others.
4. Students completing required course work on the system will have first priority for use of District equipment after school hours with teacher supervision.
5. Any system user identified as a security risk or having violated District computer use guidelines may be denied access to the Harrold ISD system.
6. If a student loses computer system privileges, the student will still be provided access to a computer with word processor to complete required assignments.

DISTRICT SYSTEMS ADMINISTRATOR

The District Systems Administrator will :

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the Harrold ISD system.
2. Ensure that all users of the Harrold ISD system complete and sign an agreement to abide by District policies and administrative regulations requiring such use. All such agreements will be maintained on file by the District Systems Administrator.
3. Ensure that employees supervising students who use the Harrold ISD system provide training emphasizing appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. 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.
6. Set limits for disk utilization on the system, as needed.

RESPONSIBILITIES OF SYSTEM USERS

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 policy.
3. System users may not use another persons system account without written permission from the District Systems Administrator.
4. System users must purge electronic mail in accordance with established retention guidelines not to exceed 30 days nor more than ten messages.
5. System users may not redistribute copyrighted software.
6. System users may upload public domain programs to the system of with written permission from the District Systems Administrator. System users may download public domain programs for their own use but may not redistribute a public domain program. System users are responsible for determining whether a program is in the public domain. Challenges

will be settled by the District Systems Administrator.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, or data from any source, is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This 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, hardware, and/or software costs.

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 or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Failure to comply will result in cancellation of system use privileges.

INFORMATION CONTENT/THIRD PARTY INFORMATION

System users and parents of students with access to the Harrold ISD 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 knowingly bringing prohibited materials into the schools electronic environment will be subject to revocation of privileges on the Harrold ISD 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 revocation of privileges and to disciplinary action 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, or 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. Revealing personal addresses, phone numbers, or any other information

about or of the user or others is prohibited.

6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

7. Violation of any of the above may result in cancellation of system use privileges.

LOSS OF ACCESS

The District may suspend or revoke a system users access to the Harrold ISD system upon violation of District policy or administrative regulations regarding acceptable use. Termination of an employee s account or of a students access will be effective on the date the District Systems Administrator receives notice of employee status change, student withdrawal, or notice of revocation of system privileges.

DISCLAIMER

The Harrold ISD 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 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 users 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 users or 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 Harrold ISD electronic communications system.