

BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

NETWORK USE POLICIES

TELECOMMUNICATIONS NETWORK

TERMS AND CONDITIONS FOR USE

PURPOSE:

Bishop Consolidated Independent School District (BCISD) offers access to a telecommunications network ("the network") to students, educators and district staff for the sole purpose of education. While the connection to the outside world has many benefits, there are also problems associated with the connection to the rest of the world. Sensitive information must be preserved, individual rights must be respected and the equipment must be protected from external and internal damage. BCISD has taken precautions, which restrict user access to information and controversial materials. However, on a global network, it is impossible to control all materials. To maintain a healthy environment on "the network", proper conduct and strict adherence to guidelines by the end user are required. In general this requires ethical, efficient and legal utilization of the resources. Users who violate any of these provisions will be punished and may lose their account and denied access in the future.

By signing the Consent and Waiver form attached, the requester and his/her parent(s) or guardian(s) (if the requester is a student) agree to abide by these restrictions. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities together. Read this entire document before signing, as you would any legal document.

TERMS AND CONDITIONS:

ACCEPTABLE USE. A completed User Agreement Form **MUST** be on file at the campus Principal's office or Superintendent's office before network resources are available. Anyone not signing the Internet Agreement Statement will not be granted access to the network. Prior to having their image used in a videoconference, posted on a web page or transmitted in any manner, an individual must have a completed Photograph Release Statement. Names of students will not be posted on a web site that is available outside the school district.

PRIVILEGES. The use of "the network" is a privilege not a right. Inappropriate use may result in permanent cancellation of those privileges. Based on the acceptable use policies in this document, the system administrator may close an account when necessary. The administration or the School Board may direct the system administrator to deny, revoke or suspend specific accounts.

USER GUIDELINES. All use of "the network" must be in support of education. Any use of "the network" for commercial or for-profit purposes is expressly prohibited. Extensive use of "the network" for personal and private business is prohibited.

NETIQUETTE - Each user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

Be polite. Do not write or send abusive messages or materials to others.

Use appropriate language. Do not swear; use vulgarities or other inappropriate language.

Typing e-mail in capital letters is considered rude.

Do not reveal address or phone numbers to people on the Internet

Do not use "the network" in such a way that would disrupt services to others.

Electronic Mail (e-mail) is not guaranteed to be private. Do not send information via e-mail that is private. Messages relating to or in support of illegal activities may be reported to the authorities.

All communications and information accessible via "the network" should be assumed to be private property.

SECURITY - Do not use or allow others to use account information that is not your own. A "log-in" is identified by the account name and password, the individual will be held responsible for all actions of his/her account. If you discover a possible security problem, immediately report the problem to the system administrator. **DO NOT** demonstrate the problem to others. No user is permitted to "hack" or break "the network" security. Any user identified as a security risk may have his account disabled.

COPYRIGHT - Users will not use "the network" or its components to violate the copyright of any material. Please check the copyright rules of the materials you are using.

HARASSMENT- No user will use "the network" to send hate mail or to send messages or materials that are pornographic, derogatory or discriminatory in nature.

SOFTWARE - The software that the district believes is important to the education of the students is provided with your computer. Users are prohibited from adding or deleting programs from the computers. This includes games, utilities and "Instant Messaging" programs. If additional education software is required, notify the campus principal to schedule deployment.

INAPPROPRIATE MATERIALS - BCISD prohibits the download, viewing, or publication of software, text, or video images that are pornographic or vulgar.

RELIABILITY - BCISD makes no warranty for the service it is providing. BCISD will not be responsible for any damages suffered because of loss of data, inappropriate information or interruption of service. Use of "the network" is at your own risk. BCISD is not responsible for the accuracy or quality of information that is obtained from sources on the Internet.

VANDALISM- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data, "the network", the equipment or the software that is associated with "the network". This includes developing or loading a virus. BCISD may file criminal charges on individuals that vandalize any property of BCISD.

UPDATING INFORMATION - In the event that your user information changes, please notify the system administrator by e-mail. Name changes will not be made to user accounts while school is in session.

RECOMMENDED DISCIPLINE - The violations listed are not all-inclusive, but are representative and illustrative. A user who commits an act of misconduct, which is not specifically listed, may also be subjected to disciplinary action. If a student is receiving Special Education Services, applicable State and Federal guidelines will be followed. Appropriate actions for offenses that are deemed Misuse of Access Privileges may include:

FIRST OFFENSE-

Counseling provided on proper procedure prior to being permitted to access computer

Confiscation of Inappropriate Materials

Restitution/Restoration

Teacher/Administrator conference

Assignment to ISS (for student)

SECOND OFFENSE-

Loss of Internet/Network privileges for three weeks

Confiscation of Inappropriate Materials

Teacher/Administrator conference

Restitution/Restoration

Assignment to ISS (for students)

THIRD OFFENSE –

Loss of Internet/Network privileges for the remainder of the year

Confiscation of Inappropriate Materials

Teacher/Administrator conference

Restitution/Restoration

These are guidelines and the campus administrator will enforce an equitable system for punishment for the campus.