

## PARENTS OF TRISD COMPUTER SYSTEM USERS

Dear Parents:

Your child has an opportunity to be given access to the Three Rivers Independent School District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

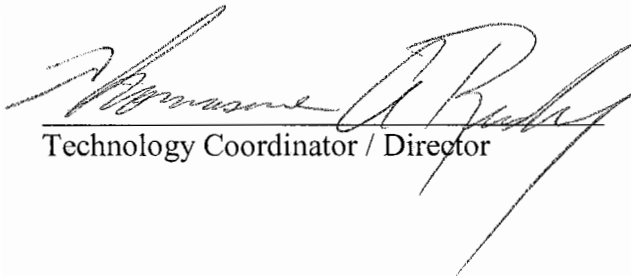
The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Three Rivers Independent School District's policy, administrative regulations and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. The District has implemented an Internet Filtering System in compliance with the Children's Internet Protection Act (CIPA). However, it is possible that your child may run across areas of adult content and some material you might find objectionable. It is not possible for the District to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the Three Rivers Independent School District's electronic communications system.

Sincerely,



Shannon A. Rudy  
Technology Coordinator / Director

## TRISD STUDENT

Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I understand that my computer use is not private and that Three Rivers Independent School District will monitor my activity on the computer system.

I have read the Three Rivers Independent School District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT OR GUARDIAN

\_\_\_\_\_ I do **not** give permission for my child to participate in the Three Rivers Independent School District's electronic communications system.

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I have read the Three Rivers Independent School District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the Three Rivers Independent School District's electronic communications system, and in consideration for having access to the public networks, I hereby release the Three Rivers Independent School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system including, without limitation, the type of damage identified in the Three Rivers Independent School District's policy and administrative regulations.

\_\_\_\_\_ I give permission for my child to participate in the Three Rivers Independent School District's electronic communications system and certify that the information contained on this form is correct.

Signature of parent or guardian \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_

**THREE RIVERS INDEPENDENT SCHOOL DISTRICT  
RELEASE FOR THE ELECTRONIC DISPLAY OF  
PERSONAL INFORMATION AND ORIGINAL WORK**

I give my permission for certain personally identifiable information about my child (name, photo, accomplishments, original work) to be electronically displayed and produced by the Three Rivers Independent School District.

Printed Name of Student \_\_\_\_\_

Campus \_\_\_\_\_ Grade Level \_\_\_\_\_

Signature of student's parent or guardian \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_



## **THREE RIVERS INDEPENDENT SCHOOL DISTRICT STUDENT AGREEMENT FOR ACCEPABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the Three Rivers Independent School District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While Three Rivers Independent School District will use filtering technology to restrict access to such material in compliance with Children's Internet Protection Act (CIPA), it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **RULES FOR APPROPRIATE USE**

- ❖ You will have access only through the teacher or lab's account.
- ❖ The account is to be used mainly for identified educational purposes, but some limited personal use is permitted.
- ❖ You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- ❖ Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USES**

- ❖ Using the system for any illegal purpose
- ❖ Disabling or attempting to disable any Internet filtering
- ❖ Encrypting communications to avoid security review
- ❖ Intentionally introducing a virus into the computer system
- ❖ Borrowing someone's account without permission.
- ❖ Posting personal information about yourself or others (such as addresses and phone numbers).
- ❖ Downloading or using copyrighted information without permission from the copyright holder.
- ❖ Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- ❖ Wasting school resources through the improper use of the computer system.
- ❖ Gaining unauthorized access to restricted information or resources.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- ❖ Suspension of access to the system;
- ❖ Revocation of the computer system account; or
- ❖ Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

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CQ  
(REGULATION)

This policy is not for adoption.

The Superintendent or designee will oversee the District's electronic communications system.

The District will provide training in the proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

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CONSENT  
REQUIREMENT

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on the web page under the District's control unless the District has received written consent from the student (and the student's parent or guardian) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

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SYSTEM ACCESS

Access to the District's electronic communications system Will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District's system.

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STUDENT ACCESS

1. Students in grades Kindergarten – 12<sup>th</sup> Grade will be Granted access to the District's system by his or her teachers, as appropriate; however no student will be assigned an individual account or password.
2. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
3. Any system user identified as a security risk or as having violated District and or campus computer use guidelines may be denied access to the District's system.

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TECHNOLOGY  
COORDINATOR  
RESPONSIBILITIES

The technology coordinator for the District's electronic communications system (or campus designee) will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District system.

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**CQ  
(REGULATION)**

2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to
7. Remove messages posted locally that are deemed to be inappropriate.
8. Set limits for data storage within the District's system, as needed.
9. Develop and maintain web pages within the District, including uploading to the District's web server.

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**INDIVIDUAL USER  
RESPONSIBILITIES**

The following standards will apply to all users of the District's electronic information/communication system:

**ON-LINE  
CONDUCT**

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 or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system.
5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or

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**CQ  
(REGULATION)**

designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.

- 7. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program
- 8. System users are responsible for determining whether a program is in the public domain.
- 9. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- 10. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- 11. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- 12. System users may not waste District resources related to the electronic communications system.
- 13. System users may not gain unauthorized access to resources or information.

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**VANDALISM  
PROHIBITED**

Any malicious attempt to harm or destroy District equipment or data or another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity 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, as well as other appropriate consequences, [See DH, FN series, FO series, and the Student Code of Conduct]

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**FORGERY  
PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the Electronic mail or other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password are prohibited.

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**CQ  
(REGULATION)**

**INFORMATION  
CONTENT /  
THIRD-PARTY  
SUPPLIED  
INFORMATION**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/ or revocation of privileges on the District's 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 disciplinary action in accordance with District policies. [See DH]

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**PARTICIPATION IN  
CHAT ROOMS AND  
NEWSGROUPS**

Participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees.

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

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**TERMINATION /  
REVOCAION OF  
SYSTEM USER  
ACCOUNT**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or revocation of system privileges, or on a future date if so specified in the notice.

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DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express 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 user's 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 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 District's electronic communications system.

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

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AVAILABILITY OF ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

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USE BY THE MEMBERS OF THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. Imposes no measurable cost on the District; and
2. Does not unduly burden the District's computer or network resources.

Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system.

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ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the

District and with law and policy governing copyright. [See EFE]

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

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CQ  
(LOCAL)

[See DH, FN series, FO series, and the Student Code of Conduct]  
Violations of law may result in criminal prosecution as well as disciplinary action by the District.

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INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use and dissemination of personally identifiable information regarding students.

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FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

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MONITORED USE

Electronic mail transmissions and other use of the Electronic communications system by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

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INTELLECTUAL  
PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

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DISCLAIMER OF  
LIABILITY

The District shall not be liable for users' inappropriate use of the electronic communication resources or Violations of copyright restriction or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.