

# **Y.I.S.D. INTERNET**

## **Acceptable Use Policy (AUP)**

### **1. Overview:**

The Yoakum Independent School District Network (YNET) is now making Internet access available to the staff and students in the Yoakum Independent School District. We are very pleased to bring this access to Yoakum ISD and believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service to Yoakum ISD is to promote educational excellence in the Yoakum schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world to millions of individual subscribers who have access to electronic mail communication with one another; information and news from research institutions, colleges and libraries; public domain software, as well as discussion groups on a wide variety of topics.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Yoakum ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a YNET user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is(are) legally binding and indicates the party(parties) who signed has(have) read the terms and conditions carefully and understand(s) their significance.

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## 2. YNET Regulations and Guidelines:

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

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use by individuals of the District's 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 District's system will emphasize the ethical use of this resource.

### **System**

#### **Access**

Access to the District's electronic communication system will be governed as follows:

- a. Upon agreeing to the District's Acceptable Use Policy and approval of the Superintendent or designee, District employees will be granted access to the District's system.
- b. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
- c. Students completing required course work on the system will have first priority for use of District equipment after school hours.
- d. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

### **Campus-Level Coordinator Responsibilities**

As the campus-level coordinator for the electronic communications system, the principal or designee will:

- a. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
- b. 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

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principal's office.

- c. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

**District-Level  
Coordinator  
designee  
Responsibilities**

As the district-level coordinator for the electronic communications system, the superintendent or

will:

- a. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
- b. 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.
- c. Set limits for disk utilization on the system, as needed.
- d. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for lack of use, violation of network regulations, or as a result of other disciplinary actions against the user.

**Individual User  
Responsibilities**

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

**On-Line Conduct**

- a. The individual in whose name a system account is issued will be responsible at all times for its proper use.
- b. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- c. Use for commercial, income-generating or "for profit" activities, product advertisement, or political lobbying is prohibited by users. Sending unsolicited junk mail or chain letters is prohibited.
- d. System users may not use another person's system account without written permission from the District coordinator, as appropriate.
- e. System users must purge electronic mail in accordance with established retention guidelines.
- f. System users may redistribute copyrighted programs

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or data only with the written permission of the copyright holder or 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.

- g. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

## **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data of 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 may 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, or software costs.

## **Forgery is Prohibited**

Forgery/attempted forgery of electronic mail messages prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users to send/receive electronic mail is prohibited.

## **Information Content/Third Party Supplied communications**

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

systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

## **Network**

System users are expected to observe the following

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## Etiquette

network etiquette:

- a. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- b. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- c. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- d. Transmitting obscene messages or pictures is prohibited.
- e. Revealing personal addresses or phone numbers of the user or others is prohibited.
- f. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## Termination/ Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

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

**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 information or software contained on, the system will meet 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

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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 communication system.

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## **Yoakum ISD Telecommunication Network (YNET)**

Dear Parents:

Your child has been selected to participate in the 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 District 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. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us 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 District's electronic communications system.

Sincerely,

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Principal or Technology Coordinator

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## Yoakum ISD Telecommunication Network (YNET)

### STUDENT ACCOUNT APPLICATION

#### Student Agreement For Participation In An Electronic Communications System

(The student agreement will remain in effect for the current school year.)

#### 1. STUDENT

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

School \_\_\_\_\_

I have read the 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 \_\_\_\_\_

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#### 2. SPONSORING PARENT OR GUARDIAN

I have read the District's electronic communications system policy and administrative guidelines. In consideration for the privilege of using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the 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 District's policy and administrative regulations.

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

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

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

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

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

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## Yoakum ISD Telecommunication Network (YNET)

### EMPLOYEE ACCOUNT APPLICATION

#### Employee Agreement For An Electronic Communications System Account

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

Signature \_\_\_\_\_ Campus \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Preferred Username (not password)

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

\*\*\*\*\*

(This space reserved for system administrator)

Assigned Username \_\_\_\_\_

Assigned Password \_\_\_\_\_