

UNION HILL ISD

Acceptable Use Policy

(Amended 2017-2018)

Internet Safety Policy For Union Hill ISD

Introduction

It is the policy of Union Hill ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act. □

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent, practical steps shall be taken to promote the safety and security of users of the Union Hill ISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Union Hill ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of designated representatives.

The designated representatives will provide age-appropriate training for students who use Union Hill ISD's Internet facilities. The training provided will be designed to promote Union Hill ISD's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Union Hill ISD Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Union Hill ISD at a public meeting, following normal public notice, on June 14, 2012.

A. Educational Purpose

1. The computers at Union Hill ISD have been established for educational purposes. The term, "educational purpose" includes classroom activities, career development, and self-discovery activities.
2. The purpose of computers at Union Hill has NOT been established as a public access service or a public forum. Union Hill ISD has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the student handbook.
3. The computers are NOT to be used for commercial purposes. This means you may not offer, provide, or purchase products or services on Union Hill ISD computers.

Student Internet Access

1. Students will have filtered access to the Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. If approved by the principal of your campus, you may create a personal Web page. This will be done with the supervision of your teacher/principal. Material on your Web page MUST relate to Union Hill ISD and career preparation activities.
3. Secondary/High School students may obtain an individual e-mail account with special request from their teacher and approval of their parent. This account will only be used for educational purposes. The student and the parent MUST sign the Account Agreement to be granted an individual e-mail account. (The parent can withdraw approval at any time.)

B. Use of E-Mail

1. You may NOT access outside or web-based e-mail accounts. This is strictly prohibited.
2. You are NOT to post personal contact information about yourself or other people. This information includes your address, telephone number, school address, work address, etc.
3. You will NOT re-post a message that was sent to you privately without permission of the person who sent you the message.
4. You are not to post e-mail chain mail letters or engage in "slamming." Slamming is sending an annoying, threatening, or unnecessary message to a large number of people.
5. You will check your e-mail frequently, deleting unwanted messages promptly, and stay within your e-mail quota. (4-5 e-mails per week.)
6. You may NOT download any information that is attached to your e-mail unless it is to be used for educational purposes. This MUST be pre-approved by your teacher.
7. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

MISUSE OF YOUR E-MAIL ACCOUNT WILL RESULT IN TERMINATING YOUR E-MAIL ADDRESS. THERE WILL BE NO EXCEPTIONS TO THIS!

C. Inappropriate Language

1. Restrictions against Inappropriate Language apply to public messages, private messages, and material you post or that is posted on Web pages.
2. You will NOT use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will NOT engage in personal attacks, including prejudicial or discriminatory attacks.
4. You will NOT harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
5. You are NOT to post false or defamatory information about a person, the school, or any organization.

D. Inappropriate Access to Material

1. You will NOT use the computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. If you mistakenly access inappropriate information, you should immediately turn your monitor off and tell your teacher or another school employee. **This will protect you against a claim that you have intentionally violated the Policy.**
3. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow you parents' instructions in the matter.

VIOLATION OF THIS POLICY WILL RESULT IN TAKING AWAY YOUR ACCESS TO THE INTERNET.

E. Plagiarism and Copyright Infringement

1. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will not plagiarize works that you find on the Internet. Absolutely no CUT & Paste allowed for this purpose. Plagiarism from the Internet can be traced and will not be tolerated.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. This also applies to the use of VHS movies. FOLLOW THE RULES. If you are unsure whether or not you can use the work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have any questions, ask your teacher or librarian.

F. Illegal Activities

1. You will NOT attempt to gain unauthorized access to the computers. This means attempting to log in through another person's account or access another person's files. These actions are ILLEGAL, even if only for the purpose of "browsing the Internet".
2. You will NOT make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are ILLEGAL.
3. You will NOT use the computer to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

G. Security System

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under NO conditions should you provide your password to another person.
2. You will immediately notify your teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because that may be construed as an illegal attempt to gain access.
3. You are not to download any software or materials off of the Internet. This could inadvertently spread a computer virus.
4. You may NOT connect any device (Flash Drive, i-Pod, MP3 player, etc.) to a computer without the consent of your teacher or technology department.

VIOLATIONS OF THIS POLICY WILL RESULT IN TEMPORARY OR PERMANENT REMOVAL OR YOUR INTERNET PRIVILEGES AND/OR MORE SEVERE PUNISHMENT AS SET BY ADMINISTRATORS.

H. Your Rights—Free Speech

1. Your right to free speech, as set fourth in the Student Handbook, applies also to your communication on the Internet. The computer is considered a limited forum, similar to the school newspaper, and therefore speech on the basis of a disagreement with the opinions you are expressing.

I. Search and Seizure

1. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
2. Routine maintenance and monitoring of the computers may lead to discovery that you have violated this Policy, the Student Handbook, or the law. Investigation will be reasonable and related to the suspected violation.
3. Your parents have the right at any time to see the contents of your e-mail files.

J. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computers.
2. In the event there is a claim that you have violated any of these policies in your use of the computers, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator. If this is not applicable, you will have the opportunity to be heard in the manner set forth in the Student handbook.

K. Limitation of Liability

1. Union Hill ISD makes no guarantee that the function or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

L. Damage to Systems

1. The use of computers is a privilege provided to you by Union Hill ISD. If you misuse or destroy ANY part of the system (CPU, monitor, mouse, keyboard, printer, speakers, drives, etc.) you will be held responsible for the repairs of the broken part/parts. This could be as minor as cleaning the system or it could mean having to pay for replacement items.

VIOLATION OF THIS POLICY WILL RESULT IN REMOVAL OF TOTAL COMPUTER PRIVILEGES. YOU WILL NOT BE ALLOWED TO USE A COMPUTER UNTIL ALL SERVICES ARE RENDERED AND THE SYSTEM IS REPAIRED.

PARENT PERMISSION FORM AND USER AGREEMENT

As a parent or guardian of a student at Union Hill ISD, I have read the Union Hill Acceptable Use Policy. I understand this signed agreement form will be kept on file at the school. (Questions should be directed to the principal and/or technology department for clarification.)

Please circle yes or no

- My child may use the Internet while at school according to the rules outlined.

YES

NO

- My child's name and picture may be used in the media, example: newspaper, Union Hill website, etc.

YES

NO

As a user of the UHISD computer network, I agree to comply with the above stated rules and to use the network in a constructive manner. I also understand the consequences that may occur if I misuse the computer system as stated in the Acceptable Use Policy.

Student Name

Lunch ID#

Grade

Student Signature

Date

Parent Name

Parent Signature

Date