



Computer, Electronic Communications Systems and Network Access Acceptable Use Policy for Students and Employees for Garland Independent School District Technology Resources

The Garland Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Garland ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. Garland ISD complies with Federal Regulations regarding Internet filtering in order to limit user access to inappropriate content.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Garland ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

DEFINITION OF DISTRICT TECHNOLOGY RESOURCES

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes but is not limited to electronic mail, local databases, externally accessed databases (i.e. the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District will at its own discretion monitor any technology resource activity without further notice to the end user.

ACCEPTABLE USE

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. The District email system should not be used for mass mailings except for official school business. Commercial use of the District's system is strictly prohibited except where designated by policy, for example G-Board. Personal e-mail should not impede the conduct of district business; only incidental amounts of employee time--time periods comparable to reasonable coffee breaks during the day--should be used to attend to personal matters. Employee time may be restricted by Campus Administrator.

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

Software may only be placed on a computer, whether stand-alone or networked to the District's system, if purchased using GISD monies. Only personnel authorized by GISD Technology may install software on any computer. Proof of purchase will be required before installation of software can take place. Hardware and peripherals can only be attached to GISD computers if purchased with GISD monies.

Other issues applicable to acceptable use are:

1. **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. **Supervision and permission:** A student may use a computer only if supervised and granted permission by a GISD staff member.



3. **Attempting to log on or logging on to a computer or email system by using another's password is prohibited:** Assisting others in violating this rule by sharing information or passwords is a violation of GISD policy.

4. **Improper use of any computer or the network is prohibited. This includes but is not limited to the following:**

- Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages, either public or private
- Using the network for financial gain, political or commercial activity-except where appropriate for Ex: Gboard
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus or any other destructive computer code on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files and documents of another user without authorization
- Using a network account belonging to someone else
- By-passing school proxy servers
- Posting personal information about others without proper authorization
- Downloading or using copyrighted information without permission from the copyright holder
- Attempting to "hack" into network resources
- Storing inappropriate information (i.e. jpeg and .exe files) in home directories or STU Share
- Intentionally introducing a virus to the computer system
- Students accessing the GISD grade book or any student data system
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- 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

SYSTEM ACCESS

Access to the District's network systems will be governed as follows:

1. GISD users will have access to the District's resources for class assignments and research with their teacher's permission and supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing passwords with anyone.
3. Teachers are not allowed to provide student access through the teacher's account.
4. Any system user identified as a security risk or having violated District Acceptable Use Policies may be denied access to the District's system. Other consequences may also be imposed.
5. Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time limitations, home directory limitations, station access limitations, file access restrictions, and a revocation of Internet access privileges.



CAMPUS LEVEL RESPONSIBILITIES

The campus principal or designee will:

1. Be responsible for disseminating, collecting signed permission forms, and enforcing the District Acceptable Use Policy for the District's system at the campus level.
2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's computer network systems:

1. The individual in whose name a system account is issued will be responsible for its proper use at all times.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policies.
3. System users may not use another person's system account to access computer or network resources.
4. System users are required to delete outdated electronic mail or files on a regular basis.
5. System users will be responsible for the care of their systems. Maintenance issues must be reported to the Campus Technology Assistant, helpdesk or technology coordinator in a timely manner.
6. System users will be responsible for following all copyright laws.

VANDALISM PROHIBITED

Any 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 to which the District has access is prohibited. Intentional attempts to degrade or disrupt system performance will be viewed as violations of district Policies and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, system break-in utilities or system hacking programs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic messages, documents or files is prohibited. Attempts to read, delete, copy, or modify the electronic mail, documents or files of other system users or deliberate interference with the ability of other system users to send/receive electronic mail, documents and files is prohibited.

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 inadvertently provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material. The District will maintain an Internet filtering software package to minimize the access to objectionable material. Any attempt to circumvent the filtering software is a violation of District policy.

A student bringing prohibited materials into the school's electronic environment will be subject to disciplinary action which could result in loss of credit for students.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. This could result in termination of employment for employees.



NETWORK ETIQUETTE

System users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending or receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
4. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

SUSPENSION/REVOCAION OF SYSTEM USER ACCOUNT

The District will reserve the right to 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 GISD Administrator provides notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

CONSEQUENCES OF IMPROPER USE

Improper or unethical use may result in disciplinary actions consistent with the existing Student Code of Conduct or Employee Handbook, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

DISCLAIMER

The District's 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 fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, 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 user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor 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 necessarily 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 computer systems and networks.

TERM

This policy is binding for the duration of employee's employment or student's enrollment in GISD.



GARLAND ISD STUDENT AGREEMENT

Student ID:

Grade:

School: _____

I understand that my computer use is not private and that the District will monitor activity on the computer system. 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 First Name (Please print)

Student Last Name (Please print)

Student Signature

Date (mm/dd/yyyy)

PARENT AGREEMENT:

I have read the District's Guidelines for Acceptable Use of Garland Independent School District Technology Resources, and this agreement form. In consideration for the privilege of my child 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.

Parent or Guardian Name -- (Please print)

Parent or Guardian Signature

Home address

Home phone number

Email address

Date (mm/dd/yyyy)



COMUNICACION ELECTRONICA Y ADMINISTRACION DE DATOS

ACUERDO DEL ESTUDIANTE PARA PARTICIPAR EN EL SISTEMA DE COMUNICACION ELECTRONICA

1. ESTUDIANTE

Grado _____ Escuela _____ ID del Estudiante _____

He leído las políticas del sistema electrónico de comunicación del Distrito y las regulaciones administrativas y estoy de acuerdo afrontar lo estipulado. Entiendo que la violación de lo estipulado puede resultar en la suspensión o revocación de acceso al sistema.

Nombre del estudiante _____

Firma del estudiante _____

Fecha _____

PADRE O TUTOR PATROCINADOR

He leído las políticas del sistema electrónico de comunicación y regulaciones administrativas del Distrito Escolar Independiente de Garland. En consideración al privilegio del uso del sistema electrónico de comunicación del GISD y en consideración por tener acceso a la red pública de informática, por el presente libero al GISD, sus operadores y cualquier institución con quien estén afiliados de cualquier demanda y daños de cualquier naturaleza que se presenten cuando mi hijo(a) use el sistema o la inhabilidad para usar el mismo, incluyendo, sin límite, el tipo de daño identificado en las normas y regulaciones administrativas del GISD.

_____ Doy permiso para que mi hijo(a) participe en el sistema electrónico de comunicación del Distrito y certifico que la información contenida en esta hoja es correcta.

_____ No doy permiso para que mi hijo(a) participe en el sistema electrónico de comunicación del Distrito.

Firma del padre o tutor _____

Dirección _____

Fecha _____ Número de Teléfono _____



EMPLOYEE AGREEMENT

Location _____ Position _____

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

Name – (Please print)

Signature

Date