



Terrell County Independent School District Technology Acceptable Use Policy



The Terrell County 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 Terrell County 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.

Terrell County 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. Therefore, TCISD provides internet access that is filtered and only allows students to gain access to what is considered appropriate.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of Terrell County 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 CQ (Local).

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 the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

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. Commercial use of the District's system is strictly prohibited.

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 or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or Technology Director.

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 on on-line on the Terrell County ISD's website.
2. Supervision and permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a staff member.

3. Attempting to log on or logging on to a computer or email system by using someone else's password is prohibited; assisting others in violating this rule by sharing information or passwords is unacceptable.
4. Improper use of any computer or the network is prohibited. This includes 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
 - 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 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
 - Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
 - Accessing web sites which are not educational and that contain unacceptable content, such as pictures, graphics, video, audio, text or language (e.g. Hate Speech, Pornography, etc...), as well as, file sharing and social networking sites such as Facebook, SnapChat, Instagram, etc. *Exception to Facebook noted as number 8 below*
 - Transmitting computer "viruses", worms, "Trojan horses" or other harmful software programs. You agree to use your best efforts to prevent the unintentional transmission of these harmful programs
 - Accessing web sites with and using chat services, such as music video streaming web sites with built in Chat windows are strictly prohibited.
 - Accessing web sites with and watching miscellaneous streaming videos is strictly prohibited
 - Connecting and downloading/ripping music files from USB flash drives, MP3 players or CD's to individual computers is strictly prohibited, unless granted permission from Technology Director or appropriate teacher, in which the music file will be used with a project. Copyright usage must also be considered with music files.
5. Users are not allowed to download and install software (games, screensavers, programs, email programs, messengers, chat programs, etc.) onto computers without prior approval from the Technology Director. Sometimes there is a need to download and install a Plug-in for the browser and that will be an acceptable download. Downloading and installation of unauthorized programs, games, and screensavers from internet can result in the loss of Internet and computer privileges for the student/staff member.
6. Individuals should limit their personal use of the Internet. TCISD allows limited personal use for communication with family and friends, communications with students and teachers, independent learning, and public service. TCISD prohibits use for mass unsolicited mailings, access for non-TCISD staff to TCISD resources or network facilities, competitive commercial activity unless pre-approved by TCISD, and the dissemination of chain letters. Personal use for other persons, such as TCISD guests, should be kept within reason.

7. Students may use USB Flash drives, only with the permission of the teacher and each flash drive must be scanned for virus prior to opening or saving files to it by using the computers Anti-Virus software.
8. Terrell County ISD has created a Terrell County ISD Facebook Fan Page, where updates and announcements will be posted by school personnel, however, students that post negative, derogatory, untactful messages, pictures, videos, etc. will be subject to the same disciplinary action as if tampering, defacing or destroying school property.
9. Cyberybullying is bullying that takes place over digital devices like cell phones, computers and tablets and will not be tolerated. Further discussion on this matter will be discussed during the students first few days of school.

Failure to Comply

This policy establishes no new governance or disciplinary structures. Alleged violations of this policy are to be treated like other allegations of wrongdoing at TCISD. Allegations of misconduct will be determined according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
- Disciplinary action according to applicable policies.
- Legal action according to applicable laws and contractual agreements. TCISD will not defend individuals whose use violates applicable law or departmental policy.

Administration may also apply additional disciplinary actions, if deemed necessary.

System Access

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

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. With the approval of the immediate supervisor, district employees will be granted access to the District's system.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

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 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 guidelines.
3. System users may not use another person's network account without written permission from the Technology Director or Administration, as appropriate.
4. System users are asked to purge electronic mail or outdated files on a regular basis.
5. System users are responsible for making sure they do not violate any copyright laws.

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 to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines 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.

Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.

Forgery Prohibited

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail 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 provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a 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. This could result in loss of credit for students or 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 are prohibited.
2. Pretending to be someone else when sending/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. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

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 Administration or Technology Director receives 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 Discipline Policy and, 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.

User Security Responsibilities

- Your username and password should be protected from unauthorized use at all times. Do not post any of this information where it can be viewed by others.
- Do not share your password via email at any time. If the Technology Director needs that information, he will request it in person from you.
- You should lock your system or log off your system, whenever you leave your system alone. Instructions on how to do this can be found on the technology page of the district's web site (<http://www.terrell.esc18.net>). If you are logged into the network and it is left alone and not locked this enables anyone to potentially access your TxGradebook, email and other personal or information-sensitive files.

Maintenance of Local Hard Drives

- On occasion, we need to reformat hard drives. Reformatting completely erases all contents of the hard drive. All district software such as Microsoft Office 2016 and ThirtySeven4 Anti-Virus which is consistent throughout the district will be reinstalled. All other approved software, purchased by the district, will need to be reinstalled by the Technology Director. We will not reinstall unapproved copies of software nor will we be able to retrieve any personal data files. With this in mind, please keep any installation disks of specific school-purchased software (from those items pre-approved) in an identified location at your campus should the need for reinstallation arise. Please be personally responsible for making backups of any data files that you store on your local hard drive and save a copy to your personal U:\ drive in My Computer.
- All computers and video hardware should be shut down each evening. This includes computer cases, monitors and VCRs. The exception to this would be laser printers. They can be left on since they have automatic power-saving features.

Terrell County I.S.D. Internet Acceptable Use Policy

Internet User Agreement

I hereby acknowledge that I have read and understand Terrell County Independent School Districts Internet Acceptable Use Policy. I agree to abide by these policies, and I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or district policy.

I hereby agree to indemnify and hold Terrell County Independent School District and its officers, trustees, employees and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand, arising out of or related to the user's use of Terrell County Independent School Districts owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair competition, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Student/Staff Name (Print)

Student/Staff Signature

Date

.....
For internal use only:

Network Username: _____ Password: _____

Class of: _____ Issued Date: _____

Accounts required for: Network ____ *Plato Courseware* ____ Accelerated Reader ____

Internet Webpage/Annual/Newsletter Photo Permission

Dear Parent,

As you may know Terrell County ISD is publishing its own Internet web page at <http://www.terrell.esc18.net> and it's own "Sanderson Schools" Facebook page. These sites include a variety of features, including photos depicting student life at Terrell County ISD. We also publish an annual and a Fall or Spring Sports program which contain photos of our students.

To publish photos, however, we must have a permission slip on file, signed by the parent, allowing us to publish individual or group photos including the student. On the reverse side of this page you will find a blank permission slip, granting or denying us permission to publish your child's likeness on our web page and printed materials. Please take a moment to fill out this slip and let us know your preference. If a permission slip is not on file, or if you deny us permission to publish a likeness, your student will be automatically edited from any such photos.

I invite you to visit our site <http://www.terrell.esc18.net> at any time to see the latest information about our district and campuses. We publish sports schedules, an activity calendar, district yearly events calendar, and the monthly breakfast cafeteria menu. We also acknowledge the accomplishments of our students throughout the year and we provide information in which you may use to contact your child's teacher(s) and/or administrator's.

Please take a moment to fill out the permission slip and return it to the campus administrative office and thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "David R. Carras". The signature is written in a cursive style with a long, sweeping underline.

Technology Director
Terrell County I.S.D.
Office Phone # 345-2515 ext. 103
drcarras@terrell.esc18.net

TCISD Internet Webpage/Annual/Newsletter Photo Permission

Check the appropriate box:

Yes, Terrell County ISD has my permission to publish my child's photo or likeness on the District's: (Check all that apply)

- Internet Website/Facebook Page
- Annual/Sports Program
- Newsletters

No, Terrell County ISD does not have my permission to publish my child's photo or likeness on the District's: (Check all that apply)

- Internet Website/Facebook Page
- Annual/Sports Program
- Newsletters

Student Name

Parent/Guardian

Date

.....
For internal use only:

Copy to:

Personal Record _____
Annual Advisor _____
Web Page Advisor _____