

ACCEPTABLE USE	<p>All District students and employees shall sign and acknowledge receipt of an Acceptable Use Agreement.(e-form)</p> <p>Non compliance may result in suspension of access or termination of privileges and other Disciplinary action consistent with District policy (DH, FN series, FO series and the Student Code of Conduct). Violation of law may result in criminal prosecution as well as disciplinary action by the District.</p>
FILTERING	<p>The District shall filter and restrict access to prohibited sites.</p>
MONITORED USE	<p>The District may monitor electronic mail transmissions and other electronic communication systems by designated District staff.</p>
INTELLECTUAL PROPERTY RIGHTS	<p>District employees have limited rights to work they created using the District's electronic communication system.</p>
ON-LINE CONDUCT	<p>The following standards apply to all users of the District's electronic communication system:</p> <ul style="list-style-type: none">• The individual in whose name a system account is issued will be responsible at all times for its proper use.• The system may not be used for illegal purpose, in support of an illegal activity or any activity prohibited by District policy and guidelines.• System users may not use another person's account.• System users may not re-distribute copyrighted materials without the consent of the copyright holder. Documents to verify this must be kept on file by the system user.• System users may upload public domain programs and are responsible for determining what is in the public domain.• System users may not post or send messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.• System users may not purposely access information that is abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

NETWORK
ETIQUETE

System users are expected to observe the following network etiquette:

- Be polite, messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language are prohibited.
- Pretending to be someone else when sending or receiving messages is prohibited.
- Transmitting obscene or prohibited pictures is prohibited
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Paging others when they are on-line should be by mutual agreement.

TECHNOLOGY
PLAN

The District shall convene the Technology Plan Committee a minimum of twice a year for the purpose of reviewing and revising the District Technology Plan. When the plan is revised, it shall be distributed to all campus administration and appropriate central office administration.

The Committee shall conduct an annual assessment of the Technology Plan as outlined in the Plan.

TRANSFER OF
EQUIPMENT TO
STAFF

The District may transfer electronic equipment to a staff member. The equipment must be signed-out and the receipt will be acknowledged. The acknowledgment shall include a statement that grants the District the right to adjust the employees' final pay if all or part of the equipment is not returned as agreed. The adjustment will be determined based on the age and depreciation of the equipment. See e-form CQ Equipment Checkout form.

Upon a staff member's exit from the District, the equipment shall be returned and the District shall acknowledge the return of such equipment. Failure to return equipment may result in the employee's final pay held by The Office of Business Services.

TRANSFER OF
EQUIPMENT TO

The District may transfer equipment to a student enrolled in the District under these conditions:

STUDENTS

- Any data processing equipment donated, purchased or surplus by the District
- If it is determined that the student does not have access to data processing equipment at home
- Determine that the transfer serves a public purpose and benefits the District

The District will remove all offensive, confidential or proprietary information.

The student will

- Acknowledge receipt of the equipment
- The District acquires parental signatures on a "Student Equipment Use Form" and acceptable use policy
- The Parent agrees to take financial responsibility in the case the equipment is lost or stolen while in the possession of the student (value to be determined based on age and depreciation of the equipment)
- The student follows District Acceptable use policy when using the equipment at home.

FACILITY
REMODELING

When an administrator decides to remodel campus or office facilities, they must consult with the Office of Technology Information Services.

The OTIS will determine the need and cost for wiring or cabling in order to provide the facility with access to communication ports.

PURCHASING
HARDWARE OF
SYSTEMS
SOFTWARE

All purchase requests for communication and information hardware and operating systems software (not instructional) shall be send to the Director of Information and Communication at Central Administration.

Please include any equipment specification information or other pertinent data to expedite the process.

Once the purchase request has been reviewed, the Director will return it for you to process into a purchase order or call you to discuss the items on the purchase request.

E-MAIL FORMAT

Always use a clear and concise subject header in the subject line. Use the following abbreviations in front of the subject to indicate purpose:

- I: Information
- IR: Responding to the e-mail
- U: Urgent
- R: Response requested
- C: Confidential

Check the appropriate box if a return receipt is required or if the communication is urgent.

E-MAIL TEXT

Be aware of the target audience and the purpose of the e-mail.

The body of the e-mail should be brief and concise giving only the necessary information. Use lists or bullets and short paragraphs. They are easier to read.

When attaching a file, indicate the format and content of that file.

E-MAIL CONTENT

Specify any timeline when required. Use the four “W’s” : Who, What, When, and Where. Give the facts only.

If a meeting is required, do not give full details in the e-mail, instead; schedule a meeting. Confirm the meeting within a 24 hour period.

All district e-mail must contain the Office of Civil Rights non discrimination clause as part of the default text.

Be cautious of what is stated in an e-mail. The information may surface later. Do not use emotional descriptive phrases Maintain confidentiality at all times.

PURPOSE

Use correct punctuation, capitalization, and spelling at all times. Use the spell check.

The following should be sent as attachments:

- Agendas
- Memos
- Reading materials
- Lengthy text of any kind (meant for later reading)

E-mail should be to

- Give information
- schedule meetings,

PROTOCOL

- request information,
- remind staff of meetings,
- announcements

Check e-mail twice a day. Prioritize the CC's. Clean e-mail regularly by deleting or filing it.

Do not bold or use all caps in the text. This is screaming in e-mail format. You may wish to use asterisks or italics for emphasis instead. Use these sparingly.

Letter for Parents of System Users

Date: _____

Dear Parents:

Your child has an opportunity to be given access to 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 be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable. 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,

Principal or Technology Coordinator

Clint Independent School District

Electronic Communication and Data Management

STUDENT AGREEMENT FOR ACCEPTABLE USE

Date: _____ School Year: _____

Student's Name: _____ Grade: _____

Campus Name: _____

I understand that my computer use is not private and that the district will monitor my activity on the computer system. I have read the district's electronic communication 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: _____

PARENTAL PERMISSION/DENIAL OF PERMISSION FOR CHILD'S PARTICIPATION IN DISTRICT'S ELECTRONIC COMMUNICATION SYSTEM

I have read the district's electronic communication system policy and administrative regulations. In Consideration for the privilege of my child using District's electronic communication 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 limitations, the type of damage identified in the District's policy and administrative regulations.

____ I do give permission for my child to participate in the District's electronic communication 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 communication system.

Date: _____

Parent/Guardian name: _____

Home address: _____

Home phone number: _____

Parent/Guardian Signature: _____

Fecha: _____

Estimados padres:

Su hijo/a tiene una oportunidad de recibir acceso al sistema de comunicaciones electrónicas del Distrito y necesita su permiso para hacerlo. Su hijo/a podrá comunicarse con otras escuelas, universidades, organizaciones e individuos de alrededor del mundo a través de la Internet y otras redes/sistemas de información electrónica. La Internet es una red de redes. A través del sistema de comunicaciones electrónicas del Distrito, su hijo/a tendrá acceso a cientos de bases de datos, bibliotecas y servicios de computación de todo el mundo. Esta oportunidad educativa trae consigo la responsabilidad. Es importante que usted y su hijo/a lean las normas del Distrito incluidas, los reglamentos administrativos y la forma de acuerdo y discutan estos requisitos juntos. El uso impropio del sistema resultará en la pérdida del privilegio de usar esta herramienta educativa. Por favor tenga presente que la Internet es una asociación de redes diversas de comunicación e información. Aunque se le exige al Distrito por ley federal usar medidas de protección de tecnología para limitar el acceso a material considerado dañino o impropio para estudiantes, es posible que no podamos prevenir totalmente tal acceso. A pesar de nuestros mejores esfuerzos y más allá de los límites de la tecnología de filtración, es posible que su hijo/a encuentre áreas de contenido adulto y algún material que usted piense desagradable. Por favor regrese la forma de acuerdo adjunta que indica su permiso o denegación de permiso para que su hijo/a participe en el sistema de comunicaciones electrónicas del Distrito.

Atentamente,

Director o Coordinador de Tecnología

Distrito Escolar Independiente de Clint
Comunicación Electrónica y Manejo de Información

ACUERDO ESTUDIANTIL PARA USO ACEPTABLE

Fecha: _____ Año Escolar: _____

Nombre de Estudiante: _____ Año de Clase: _____

Nombre de Escuela: _____

Yo comprendo que mi uso de computadora no es privado y que el distrito observará mi actividad en el sistema de computación. Yo he leído la política del sistema de comunicación electrónica y los reglamentos administrativos y yo acepto obedecer sus provisiones. Yo comprendo que la violación de estas provisiones puede resultar en suspensión o revocación del acceso al sistema.

Firma de estudiante: _____

PERMISO/DENEGACION DE PERMISO DE PADRES PARA PARTICIPAR EL
ESTUDIANTE EN EL SISTEMA DE COMUNICACIÓN ELECTRONICA

Yo he leído la política del sistema de comunicación electrónica y los reglamentos administrativos. En consideración del privilegio de usar mi hijo/a el sistema de comunicación electrónica del Distrito y en consideración de tener acceso a las redes públicas, por este medio, yo libero al Distrito, sus operadores, y cualquier institución con las cuales están afiliados, de cualquier y todo reclamo y daño de cualquier naturaleza que surja del uso o incapacidad para usar por mi hijo/a del sistema, incluyendo, sin límites, el tipo de daño identificado en la política del Distrito y los reglamentos administrativos.

_____ Yo doy mi permiso para que mi hijo/a participe en el sistema de comunicación electrónica del Distrito y certifico que la información contenida en esta forma es correcta.

_____ Yo no doy permiso para que mi hijo/a participe en el sistema de comunicación electrónica del Distrito.

Fecha: _____

Nombre de padre/madre/tutor: _____

Domicilio: _____

Número de teléfono en domicilio: _____

Firma de padre/madre/tutor: _____