

# Harper Independent School District



## Student Agreement for Acceptable Use Policy and Application for Account and Computer Usage

### School Year 2010-2011

You are requesting access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost to the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the District's electronic communications system, including the Internet, shall also be made available to member of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. Imposes no measurable cost on the District; and
2. Does not unduly burden the District's computer or network resources; and
3. Is supervised by school personnel.

Members of the public who are granted access shall be required to comply with all District rules, regulation, and policies governing appropriate use of the system.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

No original work created by any District students or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's

parent. An exception may be made for “directory information” as allowed by the Family Education Records Privacy Act and District policy.

Access to the District’s electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District’s system.
2. Students in grades Pre-K, K - 5 will be granted access to the District’s system by their teachers, as appropriate. Students in grades 3 – 12 will be assigned individual accounts.
3. A student must not be logged into multiple computers simultaneously or allow another student to use his/her login information.
4. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
5. The District will require that all passwords be changed to a unique password every 42 days.
6. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District’s system.
7. When a district employee allows any student to use any computer in the school buildings that employee is responsible to supervise that student.

The Principal (or campus designee) will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District’s system.
2. 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.
3. Ensure that employees supervising students who use the District’s system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. 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.
7. Set limits for data storage within the District’s system, as needed.

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

1. The individual in whose name a system account is issued will be responsible at all time 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 policy or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system.
5. System users may not redistribute copyrighted programs or data except 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.
6. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
7. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. System users may not waste District resources related to the electronic communications system.
9. System users may not gain unauthorized access to resources or information.
10. System users understand that individuals or families may be held liable for malicious damages and violations of the acceptable use policy.

Any malicious attempt to harm or destroy District equipment or data or 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 are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity 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, as well as other appropriate consequences.

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

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 in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination of student's access for violation of District policies or regulations 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.

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 the information or software contained on the system will meet the system 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 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 communications system.

# Harper Independent School District

*(The student agreement must be renewed each academic year.)*



## Student Agreement for Acceptable Use Policy and Application for Account and Computer Usage School Year 2010-2011

STUDENT: Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID (lunch) Number: \_\_\_\_\_

School: Harper Independent School District Campus: Elementary / Middle / High  
(Circle Appropriate Campus)

I understand and will abide by the Harper ISD Acceptable Use Policy. I further 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 AUP and agree to abide by their provisions. I understand that violation of these provisions may cause my access privileges to be revoked or suspended, school disciplinary action may be taken and if appropriate, legal actions may be taken.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT OR GUARDIAN

\_\_\_\_ I **DO NOT** give permission for my child to participate in the District's electronic communications system.

I have read the District's Acceptable Use Policy. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to 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 Acceptable Use Policy.

\_\_\_\_ 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.

Signature of parent or guardian: \_\_\_\_\_  
(Please state if you are a guardian and not a parent)

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

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

# Harper Independent School District

*(The student agreement must be renewed each academic year.)*



## Student Agreement for Media Disclosure of Student Information

### School Year 2010-2011

I authorize Harper ISD to publish the following information. I understand that this information may be published on the Harper ISD website, district and/or school newsletter, or for training purposes.

This form must be on file at the district or school office to allow your child(ren)'s information to be used for this purpose. If the form is not on file, it is assumed that you do not want or will not allow any of your child(ren)'s information to be published in any fashion mentioned above.

*First name, last initial, and class will be the only identification for your child(ren) work/picture publish on the Harper ISD website, district and/or school newsletter or for training purposes.*

I give Harper ISD permission to publish my child(ren)'s first name, last initial and/or photo on the above mentioned media types.

Print Student's Full Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement will be in effect from the date indicated until the student graduates from High School or until a new agreement is filled out. Harper ISD will provide new agreements each school year.