

## **Adrian Independent School District Telecommunications Acceptable Use Policy**

**We are pleased to announce the network resources including Internet access, are now available to students and staff in our schools who qualify. To qualify, students and parents must read, sign, and return this Acceptable Use Policy.**

**The staff of Adrian I.S.D. strongly believes in the educational value of such electronic services and recognizes their potential to support the curriculum. Every effort will be made to provide quality experiences to students and teachers using these information services; however, inappropriate and/or illegal interaction with any information service is strictly prohibited.**

**Please read this document carefully. Only after you and your parents/guardians have read, signed, and returned this document, will you be permitted access to these services. Listed below are the provisions of this agreement. If any student violates these provisions, access to the information service may be denied, and the student will be subject to disciplinary action.**

## Terms and Conditions of This Agreement

### 1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, and other issues described below.

I have read and understand provision #1 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

### 2. Acceptable Use

The use of electronic service must be in support of education and research in accordance with the educational goals and objects of Adrian I.S.D. I am personally responsible for this provision at all times when using the electronic information service. The following uses of school provided Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- To transmit obscene, abusive, sexually explicit, or threatening language
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's materials, information, or files without permission; and
- Violate copyright or otherwise use intellectual property of another individual or organization without permission.
- To load and use software from home.
- To use email, instant messaging, or other internet communication program for any purpose except education functions

I have read and understand provision #2 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

### 3. Privileges

The use of the electronic services is a privilege and inappropriate use will result in a cancellation of those privileges. Each person with access to the Internet will participate in a discussion with a Adrian ISD staff member as to proper behavior and use of the network. Disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. The Adrian I.S.D. administration will rule upon inappropriate use and may deny, revoke, or suspend usage.

I have read and understand provision #3 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

#### 4. Network and Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- A. **BE POLITE:** Never send, or encourage others to send abusive messages.
- B. **USE APPROPRIATE LANGUAGE:** Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear; use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. **PRIVACY:** Do not reveal any personal information such as the home address or personal phone numbers of yourself or other students.
- D. **PASSWORD:** Do not reveal your password to anyone.
- E. **ELECTRONIC MAIL:** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- F. **DISRUPTIONS:** Do not use the network in any way that would disrupt use of the network by others.
- G. **OTHER CONSIDERATIONS:**
  - Do be brief. Few people will bother to read a long message. Do proofread your message to insure that it is error free and is easy to understand.
  - Do remember that humor and satire are very often misinterpreted.
  - Do cite references for any facts you present.
  - Do remember that all network users are human beings.
  - Don't "attack" correspondents; persuade them with facts.

I have read and understand provision #4 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

#### 5. Services

Adrian I.S.D. makes no warranties of any kind, whether expressed or implied, for the network service it is providing. Adrian I.S.D. will not be responsible for any damages suffered while on this system including but not limited to the loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the LAN (Local Area Network) and other information systems is at your own risk. Adrian I.S.D. specifically denies any responsibility for the accuracy of information obtained through its Internet services. The District will not be responsible for the following:

- Accuracy, nature or quality of information stored on District diskettes, hard drives, or servers.
- Accuracy, nature or quality of information gathered through District provided Internet access.
- Personal property used to access District computers or networks, or District provided Internet access.
- Unauthorized financial obligation resulting from District-provided access to the Internet.

I have read and understand provision #5 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

## 6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a staff member at once. Never demonstrate the problem to other users. All use of the system must be under your own log in and password. Remember to keep your password to yourself. Do not share it with friends. Any user identified as a security risk will be denied access to the information system.

I have read and understand provision #6 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

## 7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral. Students can be required to pay for the damaged equipment or software. No software may be brought from home.

I have read and understand provision #7 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

## 8. Inappropriate Uses

The Student will not

1. Disabling or attempting to disable any Internet filtering device.
2. Encrypting communications to avoid security review.
3. Intentionally introducing a virus to the computer system.
4. Downloading pictures or files from the Internet without teacher approval.
5. Posting personal information about yourself or others on the Internet. (such as addresses, phone numbers, etc.)
6. Wasting school resources through the improper use of the computer system.
7. Gaining or attempting to gain unauthorized access to restricted information, resources or areas of the system.

I have read and understand provision #8 (Student's Initials): \_\_\_\_\_ (Parent's Initials): \_\_\_\_\_

## REQUIRED SIGNATURES

### Student Signatures:

**I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in the revocation of my privileges and appropriate disciplinary action. I also agree to report any misuse of the information system to a staff member. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.**

**Your Name (Please Print)**

\_\_\_\_\_

**Your Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

### Parent or Guardian Signature:

**Adrian I.S.D. students must also have the signature of a parent or guardian who has read this agreement.**

**As the parent or guardian of \_\_\_\_\_, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that it is impossible for Adrian I.S.D. to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to the Superintendent or Technology Director of Adrian I.S.D. Misuse may come in many forms, but may be viewed as any message(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.**

**I hereby give my permission to Adrian I.S.D. to permit my child access to electronic information services, and I certify that the information contained on this form is correct.**

**Parent/Guardian Name (Please Print)**

\_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Home Phone**

\_\_\_\_\_

**Work Phone**

\_\_\_\_\_

**Adrian Independent School District  
Media/Electronic Release Form**

**Adrian I.S.D. may develop, participate in, or be the subject of media and/or electronic based (Internet) presentations such as the home page and events which highlight various educational activities that take place during the course of the school year. These presentation/events are of the following two types:**

- 1. Presentations/events developed by Adrian I.S.D. staff, personnel, and/or Adrian I.S.D. students which may include but are not limited to the following:**
  - **Videotapes**
  - **Computer-generated presentations which may incorporate scanned photographs and video clips**
  - **Computer-based productions transmitted via telecommunications**
  - **Photographs**
  - **Slide/tape presentations**
  - **Web pages designed at school**

**These media-based presentation/events may be used in the following ways:**

- **Faculty presentation**
  - **The home page**
  - **Parent programs**
  - **Staff development activities**
  - **Media festivals**
  - **Public relations (newspaper articles, TV presentation, etc.)**
- 2. Those presentation/events produced by commercial media for use in news or feature story presentations or articles.**

**This release is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between**

**\_\_\_\_\_ (Parent or Guardian) and Adrian I.S.D. The parent or guardian hereby represents that he/she is the legal guardian of**

**\_\_\_\_\_ (Student Name)**

**and has the right to sign this release to (  grant or  deny ) Adrian I.S.D. permission to use the student's name and/or voice, likeness and any or all of the audio or video footage in any of Adrian I.S.D. media-based productions for the above stated purpose.**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date of Signature**