

Cayuga Independent School District Electronic Communications Acceptable Use Policy

Electronic communications are available to students, teachers, administrators, and staff in the Cayuga Independent School District. Electronic communications services include e-mail, Internet access, local and wide-area networks, video conferencing, and any other resources available through the use of the District's network.

We are very pleased to offer this service to Cayuga Independent School District and believe electronic communications offer vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in Cayuga schools by facilitating resource sharing and innovation amid communication.

Internet

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers. This gives access to:

- Electronic mail communication with people all over the world.
- Information and news from a variety of sources such as NASA and other research agencies
- Public domain software and shareware of all types
- Discussion groups on a plethora of topics
- Access to many university library catalogs, the Library of Congress, and others.

Network

Networks are groups of people and computers who share information and services. Networks can share information and services within a location (school), within an organization (Cayuga ISD), and worldwide through the Internet.

With access to computer amid people also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Cayuga Independent School District has taken precautions to restrict access to controversial information. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Cayuga Independent School District firmly believes the valuable information and interaction available on this network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Privileges

Electronic communications is coordinated through a complex association of government agencies, regional, state, and local networks. In addition, the smooth operation of all electronic communications relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so those users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of all electronic resources. If a Cayuga Independent School District user violates any of these provisions, his/her account may be terminated and/or limited, and future access could possibly be denied. Violations will be dealt with according to District, State, and/or Federal policies and laws. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Regulations and Guidelines

Cayuga Independent School District is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by Cayuga Independent School District.

Disclaimer

The District's electronic communications are provided on an "as is, as available" basis. Cayuga Independent School District does not warrant that the functions or services performed by, or that 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 that are those of the providers and not the District. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or costs incurred by users. The user agrees that this limitation is intended to and does release the district from any claims, damages, or losses that may occur out of the use of this system. This District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuses of the District's electronic communications system.

Specific Terms and Conditions

Acceptable Use

The purpose of providing electronic communications is to support education and research by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the rules appropriate for that resource. Acceptable use prohibitions include, but are not limited to, the following:

- Copying commercial software or other material in violation of federal copyright laws.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
- Causing any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction regardless of system location or time duration.
- Accessing another user's account without prior consent or accessing a restricted account without prior consent of the responsible party.
- Transmission of pornographic material.
- Violation of law by transmission of any material in violation of any U. S. or state regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. If such an event should occur, Cayuga ISD will fully comply with the authorities to provide any information necessary for the litigation process.
- Gaining illegal access to computer or networks ("hacking").
- Use of financial gain, or commercial activity such as product advertisement or personal advertisement.
- Sending unsolicited junk mail, or chain letters.
- Use of electronic communications for political lobbying.
- Vandalism, which is defined as any malicious attempt to harm or destroy data of another user, the electronic communications, or any networks that are connected to the electronic communications. This includes, but is not limited to, the uploading or creation of computer viruses.
- Forgery of electronic mail.
- Downloading software will not be allowed on District hardware without permission of the supervising teacher or administrator.
- The person in whose name an account is issued is responsible at all times for its proper use.

Privilege of Use

The use of electronic communications is a privilege, not a right, and inappropriate use may result in cancellation or restriction of those privileges. All electronic communications, including, but not limited to, e-mail, Internet activity, and network resources may be monitored at any time by the system administrators. No electronic communications activity using District resources is considered private. The system administrators will routinely perform maintenance and monitoring of the system that may lead to the discovery that a user has violated policy or law. Additionally, an individualized search will be conducted if there is reasonable suspicion that a user has violated a policy or law. The system administrators will deem

what is inappropriate use and their decision is final. Also, the system administrators may deny access at any time as required or as they deem appropriate and without notice. The administration, faculty, and staff of Cayuga Independent School District may request the system administrators to deny, revoke, or suspend specific user accounts.

Network Etiquette

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

- Be polite. Do not get abusive in messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, as accepted by community standards. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers or those of students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use electronic resources in such a way that would disrupt their use by others.
- Do not attempt to gain access to locations on networks where specific privileges have not been given.
- All communications and information accessible via electronic communications should be assumed to be copyrighted unless otherwise stated.

Warranty

Cayuga Independent School District, its Board, agents, and staff members make no warranties of any kind, whether expressed or implied, for the service it is providing. Cayuga Independent School District will not be responsible to users or liable for any claims, losses, or damages you suffer. This includes loss of data resulting from delay, non-delivery, misdelivery, or service interruption caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Cayuga Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Security

Security on any electronic communications system is a high priority, especially when the system involves many users. If a user can identify a security problem on the network, the user must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the network as another user will result in cancellation of user privileges. Any user identified as security risk or having a history of problems with other computer systems may be denied access to the network. The system administrators can monitor all computers at any time.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading/downloading or creation of computer viruses, gaining illegal access to a computer or network or altering electronic information belonging to others. When applicable, law enforcement agencies may be involved.

Damages

The user specifically agrees to reimburse the Cayuga Independent School District and the system administrators for any losses, costs, or damages, including reasonable attorney fees incurred by the Cayuga Independent School District and the system administrators relating to, or arising out of any breach of the electronic communications policy by the user.

Antiviral Software

A computer virus is a malicious program that can attach itself to executable files and operating system files on both floppies and hard disks. Viruses can destroy data and in some cases damage hardware. Viruses are spread by sharing files, disks, and by downloading programs from the Internet or e-mail. If you have antiviral software loaded on your computer, this software must not be tampered with. Virus attacks should be reported to the system administrators. Intentionally introducing or spreading a virus will be considered vandalism and will result in the cancellation of privileges.

Portable Computers

Portable computers, which were not purchased by Cayuga Independent School District, may not be connected to the District's network or phone lines with the express permission of the Director of Technology.

**Cayuga Independent School District
Electronic Communications Acceptable Use Policy
Student**

Student Printed Name

Graduation Year

STUDENT: The student must read and sign this agreement

I have read and understand the District's Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures. Depending on the seriousness of the violation, appropriate legal action may be taken.

I understand that in a videoconference classroom, my voice, physical presence, and participation in activities will be transmitted to distance learning sites and may be taped for future use in an educational setting. I hereby agree that my voice, presence, and participation in these events will not be a violation of my personal rights and hereby release any claims for use of such.

Student Signature

Date

PARENT/GUARDIAN: A parent/guardian must read and sign this agreement.

As the parent/guardian of the person above, I have read the Acceptable Use Policy for Cayuga Independent School District. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the District to restrict access to all controversial materials, and I will not hold them responsible for controversial materials acquired on the Internet or for the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date: _____

Cayuga Independent School District
Electronic Communications Acceptable Use Policy
Parent Release Form for Electronically Displayed Work

From time to time Cayuga Independent School District will publish a variety of teacher and student projects on an independent portion of the Internet called the World Wide Web. Should your child's work be chosen for publication, your signature below acknowledges permission for such work to be published on the school and the Cayuga Independent School District's web page(s). The student's work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the parent/guardian. No home address or telephone number will appear with such work.

____ Yes ____ No My child's work, which may or not be accompanied by his/her first name (and last initial in the event of two children in the same class with the same first name), may be electronically produced and displayed by Cayuga Independent School District.

____ Yes ____ No Photographs of my child, which may or not be accompanied by his/her first name (and last initial in the event of two children in the same class with the same first name), may be electronically displayed and produced by Cayuga Independent School District.

____ Yes ____ No Group pictures without identification of my child is permitted for publication on the Internet.

____ Yes ____ No I grant permission for the World Wide Web publishing as described above indefinitely or until removal is requested by me. A copy of all such publishing will be printed out and brought home for me to see.

____ Yes ____ No I hereby give the above permissions and release my child's school and Cayuga Independent School District from any liability resulting from or connected with the publication of such work.

Student's Full Name

Student's Grade Level

Parent/Guardian's Printed Name

Parent/Guardian's Signature

I, the student, also give my permission for the publishing of my work.

Student's Signature