

ROSEBUD-LOTT ISD NETWORK  
ACCEPTABLE USE POLICY  
2014 - 2015

I. INTRODUCTION

Internet Access, E-mail, and Videoconferencing Services for the Rosebud-Lott ISD network are provided solely for educational purposes and for use in connection with official duties, subject to these Acceptable Use Guidelines.

II. YOUR PRIVILIGES

Access to the Rosebud-Lott ISD network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system services and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with Rosebud-Lott ISD.

As a user, right to privacy is limited in your electronic communication and work. Anything sent through electronic means is susceptible to access by others. In addition, Rosebud-Lott ISD reserves the right to periodically monitor system activities to ensure proper use of the Rosebud-Lott ISD network services.

All Rosebud-Lott ISD network users have the right to equal access to services. Some uses, however, will be given priority over other uses. For example, videoconferencing traffic will be given higher priority than Internet browsing traffic. In addition, videoconferences will be given different priorities based on a number of factors, including but not limited to partnerships involved, number of sites affected, urgency, availability, and student involvement.

You have the right to freedom from harassment. If you ever feel harassed or threatened by someone on the network, please bring it to the attention of district/site's computer network administrators.

As in any educational community, there will be intellectual freedom on the Rosebud-Lott ISD network. No viewpoint will be unfairly restricted. However, unorthodox viewpoints must take responsibility for the consequences of their words and opinions. In addition, members will be expected to abide by their district or school's policies regarding opinions, vulgarity, pornography, and other issues of professionalism. The network's objective is to provide an encouraging learning environment for students and educators, similar to a classroom setting.

III. YOUR RESPONSIBILITIES

Modeled after TASB Electronic Communication and Data Management  
[See CQ (Local) for more information.]

Limited personal use of the Rosebud-Lott ISD network will be permitted if the use imposes no tangible cost to Rosebud-Lott ISD, does not unduly burden the Rosebud-Lott ISD network resources, and adheres to the following member responsibilities.

When Rosebud-Lott ISD network users agree to abide by these responsibilities, the users also agree that they will ensure that the students under their supervision will adhere to these responsibilities. In addition, users understand they will be held responsible for the actions of students, parents or community members while using Rosebud-Lott ISD network services.

To register your commitment to comply with the following acceptable use policies, you are required to submit the Rosebud-Lott ISD Acceptable Use Agreement form that matches the services that you will be using. This acknowledgement indicates your agreement with the general policies, as well as the specific policies for each particular service that you use.

These Acceptable Use Policies are subject to change. As services are added and changed, you may be asked to submit new compliance forms.

#### General

(These policies apply to all Rosebud-Lott ISD network users.)

- 1) The purpose of the Rosebud-Lott ISD network is for education and research. The main use of the network must be in support of education and research and consistent with the Rosebud-Lott ISD vision. Other uses of the network must comply with the rules and guidelines as defined herein.
- 2) Users shall not use the Rosebud-Lott ISD network for any unlawful purposes, such as the illegal copying or installation of software. All users must respect the legal protection provided by copyright license to software programs, web sites, books, magazine articles, music, video, film and data. The copying of Rosebud-Lott ISD software or files is prohibited.
- 3) Use of the Rosebud-Lott ISD network systems to attempt to gain access to remote systems is prohibited. Intentional attempts to "crash" the Rosebud-Lott ISD network systems or any other network system will be reported to the proper authorities and the district superintendent and/or campus administrator.
- 4) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software. Such code is often called a bug, virus, worm, Trojan Horse, or similar name. Attempts to introduce viruses into the Rosebud-Lott ISD network will be reported to the proper authorities and the district superintendent and/or campus administrator.
- 5) Users shall not use network services to annoy or harass others with language, images or threats. Users must respect the rights of others by not using language that is abusive, profane, or sexually offensive.
- 6) Users shall not deliberately access or create any obscene or objectionable information, language or images.
- 7) Users shall not intentionally damage the Rosebud-Lott ISD network equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.
- 8) Users shall not physically tamper with computers, networks or other Rosebud-Lott ISD equipment.
- 9) Users shall not remove Rosebud-Lott ISD equipment from its location at the school without permission of the Director of Technology.
- 10) Users shall not distribute or post advertising for profit, for campaigns for political office, or for lobbying purposes on the Rosebud-Lott ISD network.
- 11) Users shall not distribute chain letters of any kind over the network.
- 12) Users will not attempt to hold Rosebud-Lott ISD responsible for any legal claim arising from use of Rosebud-Lott ISD network, including but not limited to claims of defamation, slander, libel, and invasion of privacy. Moreover, users agree to indemnify Rosebud-Lott ISD from any costs or losses incurred arising from such claims and/or copyright infringement claims made by third parties, including participants in videoconferencing sessions.
- 13) Users understand that Rosebud-Lott ISD is not responsible for the content or accuracy of any information transmitted over the Internet, through e-mail, or on the videoconferencing system.

14) Any Rosebud-Lott ISD network traffic that traverses another network may be subject to that network's acceptable use policy.

15) Users are responsible for the security of their individual login name and password. Users will be held responsible for any computer accessed and/or material accessed, created, or printed using their individual login name and password.

#### A. Internet

1) Users shall be responsible for any information submitted on or downloaded from the Internet. Rosebud-Lott ISD will not guarantee the security of any Social Security number, credit card number, bank account number, or other financial or personal information submitted on the Internet.

2) Users understand that Rosebud-Lott ISD will not guarantee the privacy of Internet browsing or other Internet communications.

3) Users will ensure compliance with the following for staff use of the Internet:

a. Staff shall not use access material that is obscene or is child pornography.

4) Users will ensure compliance with the following for student use of the Internet:

∅ Students shall not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.

∅ Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.

∅ Students shall not engage in any illegal activities on the Internet.

∅ Students shall only use electronic mail and other forms of direct electronic communications for school-related purposes.

∅ Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

5) Any violation of school policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

#### B. E-mail

1) Users who apply for e-mail services must be an employee of Rosebud-Lott ISD.

2) Users shall not impersonate other Rosebud-Lott ISD network users. Applying for an e-mail user ID under false pretenses will be reported to the district superintendent or school administrator, and current Rosebud-Lott ISD network privileges will be revoked.

3) Decryption of the Rosebud-Lott ISD e-mail system or member e-mail passwords is prohibited.

4) Users understand that Rosebud-Lott ISD will not guarantee the privacy of e-mail messages.

5) Users understand that e-mail accounts will be deleted upon the termination of the user's active employment by Rosebud-Lott ISD.

6) Users understand that Rosebud-Lott ISD reserves the right to review any material on user accounts and to monitor file server space. When possible, permission will be requested in advance.

7) In monitoring, Rosebud-Lott ISD technology dept. will respect the privacy of users' e-mail accounts. Rosebud-Lott ISD technology dept. may request permission to view your e-mail files. Note that technology dept. as part of normal maintenance may access your files. This maintenance may include spot checks to ensure that inappropriate or copyrighted materials are not being kept in private folders.

#### C. Videoconferencing

1) Users are responsible for securing appropriate releases for all videoconference participants, including adult parent/guardian consent for releases for participants less than 18 years of age.

2) Users understand that audio or video copies of the videoconferences may be available to the public and the media under the Texas Public Information Act.

3) Users shall not hold Rosebud-Lott ISD or any of their employees responsible for costs incurred on inconveniences in the event of a videoconference that is delayed or canceled due to technical difficulties.

4) Rosebud-Lott ISD will not guarantee the privacy of videoconferences.

#### IV. ENFORCEMENT OF POLICY

1) Rosebud-Lott ISD will use a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with their policy.

2) The technology protection measure that blocks or filters Internet access may be disabled by the technology dept. of Rosebud-Lott ISD for bonafide research purposes by an adult.

3) The technology dept. of Rosebud-Lott ISD may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

4) The technology dept. of Rosebud-Lott ISD will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

Rosebud-Lott Independent School District  
P.O. Box 638  
Rosebud, Texas 76570  
254-583-4510 (office)  
254-583-2602 (fax)

*Acceptable Use Policy Acknowledgement*

I, \_\_\_\_\_, have received and read the Rosebud-Lott Independent School District's Acceptable Use Policy. By signing this document, I agree to the terms and conditions set forth in this policy.

Employee Section

\_\_\_\_\_  
Employee Signature\* Date

\*Original signed acknowledgement will be kept on file in Employee's personnel file in the administration office.

Student Section

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign, date, and return this page. A copy has been provided for you in the forms packet your student received with this handbook.