

Communications Systems Policy & Acceptable Use of Computers/Network

Please read this document carefully before signing

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Mart ISD recognizes that the Internet can be used to facilitate many educational activities. The Internet can be a valuable learning tool in the area of electronic mail, research, data searches, enrichment materials, and library reference. On-line resources available on the Internet will allow classroom projects, scientific data collection and international cultural exchanges. News retrieval services, encyclopedias, scientific and educational databases will be instantaneously accessible to Mart students and staff.

With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the district will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. It is believed that the valuable information and interaction available on these networks far outweigh the possibility the users may locate material that is not consistent with the educational goals of Mart Independent School District. It is the intent of this policy to tie Mart ISD standards already established as part of the Student Code of Conduct.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Mart ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature at the end of this document(s) is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following policy for acceptable use of computers and networks along with the Internet shall apply to all Mart ISD administrators, staff, and students.

On-Line Conduct

1. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Mart ISD policy or guidelines.
2. Students may not distribute personal information about themselves or others by mean of electronic communication system.
3. System users may not copy or download 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 copyrighted holder or designee in accordance with applicable copyright laws, Mart ISD policy, and administrative regulations.
4. System users may not upload programs to the system. System users may not download inappropriate software that may damage the Mart ISD's computer system. System users may not download programs for their own use.
5. System users may not send or post messages, pictures that are abusive, obscene, sexually oriented, threatening, harassing,, damaging to another's reputation, or illegal. This includes the use of social networking websites such as mySpace, facebook, ect. 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.
6. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
7. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the district or school, whether or not that was the user's intention.
8. System users may not waste Mart ISD resources related to the electronic communications system.
9. System users may not gain unauthorized access to resources or information, e.g., personnel files or student records.
10. System users shall not take home technology equipment (hardware or software) without permission from their Supervisor or Technology Director.
11. Transmission of any material in violation of any US or state regulation is prohibited. Use of commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
12. System users may not use the network while access privileges are suspended or revoked.
13. Students are not allowed to print to network resources unless approved by a staff member.
14. Students and staff are prohibited from using instant messengers (example: AIM, MSN, ect.) these programs are open doors to viruses and violate the security of the network.
15. Students and faculty are prohibited from participating in any chat rooms accessed on the Internet.

Access to the Mart ISD electronic communications system 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 and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Any system user identified as a security risk or as having violated Mart ISD and/or campus computer use guidelines may be denied access to the Mart ISD system. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with Mart ISD policies. Violations of law may result in criminal prosecution as well as disciplinary action by Mart ISD.

The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration or faculty of Mart ISD may request the Technology Director to deny, revoke, or suspend specific user privileges.

Etiquette on the Internet

All users of the Mart Independent School Districts computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. Breaches can result in “flaming”—harsh criticism by others on the Net—or restricted access to some resources on the Internet. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language. Do not swear or use vulgarities, ethnic or racial slurs, or any other inflammatory language.
3. Do not reveal your personal address or phone numbers or that of other students or staff members.
4. Do not pretend to be someone else when sending/receiving messages.
5. The use of the Mart ISD system is for instructional/administrative use. Personal use must be kept to a minimum so as to avoid an undue burden on the system and to prevent adverse effects (virus's) on an individual's performance.

Email

Student may not use Internet mail or the school email system. Mail will be screened through the teacher's mail account according to the on-line conduct and etiquette codes of Mart. The school email system needs to be used primarily for school business only, please hold personal use to a minimum. Do not use your school email address when ordering personal products online, taking personal surveys online, or giving personal information online. This will help to keep spam out of the system. Staff should be aware that all emails in their school accounts can be reviewed at any time. This will be done by the technology director if asked to do so by an administrator.

Intellectual Property Rights

Students shall retain all rights to work they create using the Mart ISD electronic system. As agents of the district, employees shall have rights to work they create using the district's electronic system. Mart ISD shall retain the right to use any product created for its use by an employee even when the author is no long an employee of the district.

Vandalism Prohibited

Any malicious attempt to harm or destroy Mart ISD 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 Mart ISD policy and administrative regulations 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.

Consent Requirements

No original work created by any Mart ISD student or employee will be posted on a webpage 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 Mart ISD 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.

Disclaimer of Liability

Mart ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. Mart ISD shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Mart ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.