Agreement for Participation in an Electronic
Communications System, Acknowledgement of Accessibility to the *Student Handbook* and *Student Code of Conduct 2017-2018*, and Release of Directory Information

Parent/Guardian Section:

Discuss this information with your child and print their name on the line below. By doing so, you and your child understand that a violation of these provisions may result in suspension or revocation of system privileges. This access agreement and acknowledgement of receipt of district information must be renewed each academic year.

By signing below, and checking the boxes for each technology activity, acknowledgement of receipt of district information, the parent/guardian agrees to support the provisions set forth in the attached policies, and understands that violation of these provisions may result in suspension or revocation of system privileges for their student.

In consideration for the privilege of having access to and using the District's electronic communications system and 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 policy CQ and administrative regulations.

Below, the Parent/guardian has options in allowing the release of directory information for **school-sponsored purposes** and the release of directory information to **sources unrelated to school purposes.**

_____
Student Name

_____   _____
Parent or Guardian Signature   Date

- ☐ Student Guidelines for Acceptable Use of Technology Resources
- ☐ Permission to place student pictures on the PISD web site
- ☐ Permission to place videos of students on the PISD web site
- ☐ Permission to place samples of class work and/or projects on the PISD web site
- ☐ Permission to identify student by name in pictures, work, or projects on the PISD web site
- ☐ I acknowledge that I have been offered the option to receive a paper copy or to electronically access at www.pisd.net the *Paradise Independent School District Student Handbook* and *Student Code of Conduct* for 2017-18.
- ☐ Permission for PISD to use the following directory information in **school sponsored purposes**: e.g. yearbook, class parties and activities, Gifted and Talented newspaper and other student generated journalism projects, local newspapers. See FL (LOCAL). The directory information includes: student's name, address, telephone listing, email address, photograph, date and place of birth, degrees, honors, and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, enrollment status
- ☐ Permission for PISD to **release** the following directory information in response to a **request <u>unrelated</u> to school-sponsored purposes.** The directory information includes: student's name, address, telephone listing, email address, photograph, date and place of birth, degrees, honors, and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, enrollment status. **<u>CHECK ONLY IF YOU WANT THE CAMPUS/DISTRICT TO RELEASEDIRECTORY INFORMATION</u> TO REQUESTS MADE FROM COMPANIES OR INDIVIDUALS NOT ASSOCIATED WITH THE CAMPUS OR DISTRICT.**

Paradise Independent School District
Student Guidelines for Acceptable Use of Technology Resources 2017-2018

These guidelines are provided so that students and parents are aware of the responsibilities they accept when using District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD ROMS, digitized information, communications technologies and Internet access. In general, this requires conscientious, ethical and legal utilization of all technology resources.

All parents/legal guardians, and students in Grades PK-12, are required to acknowledge receipt and understanding of the *Student Guidelines for Acceptable Use of Technology Resources* document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology resources in Paradise ISD until their *Student Guidelines for Acceptable Use of Technology Resources* document has been signed and returned to their school office.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

Computer Resources and Policies

Internet Access: Prior to the use of any computer at Paradise ISD, the following information must be read and agreed to in writing by appropriately marking and signing the handbook insert. Paradise ISD has acquired Internet access to promote education excellence in Paradise ISD schools by facilitating resource sharing, innovation, and communication. The Internet is a global network comprised of millions of computers and individual subscribers. With access to a global network comes the availability of material that may not be considered to be of educational value in the context of the school setting. Paradise ISD has taken precautions to restrict access to such materials. However, with the Internet expanding at such a fast rate, it is impossible to control all materials and access to inappropriate materials. Paradise ISD firmly believes the valuable information and interaction available on this global network far outweighs the possibility of users accessing materials not consistent with the educational goals of the District.

Paradise ISD Internet access is coordinated through a complex association of government agencies along with 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 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 the Paradise ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Any evidence of illegal activities will be turned over to appropriate law enforcement agencies. The signature(s) on the handbook insert (are) legally binding and indicates the party (parities) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Personal Responsibility

As a representative of this school, the student will accept personal responsibility for reporting any misuse of the Paradise ISD Internet access to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. Any accidental discovery of inappropriate material must be reported to a Paradise ISD faulty/staff member immediately. Failure to do so will result in a loss of computer resource privileges and possible disciplinary action.

Acceptable Use

Any use of an assigned computer account must be in support of education and research and with the educational goals and objectives of Paradise ISD. The student is personally responsible for this provision at all times when using electronic information service. The use of other organization's networks or computing resources must comply with rules appropriate to that network. Transmission of any material in violation of any United States or other state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. With regard to copyrights, all users are required to adhere to District policy concerning Fair Use Guidelines as they relate to any form of intellectual property including but not limited to: Text, visual, audio and software materials. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is prohibited

Guidelines:
- Access to the PISD online network is a privilege, not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Form and adhere to the Acceptable Use Guidelines in order to be granted access to the PISD computer online services.
- The use of any district online services at the Paradise Independent School District must be in support of education and research and in support of the educational goals and objectives of the Paradise Independent School District.
- When placing, removing, or restricting access to specific databases or other computer online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, a campus administrator, or technology staff member will be considered an act of vandalism and subject to disciplinary action in accordance with the *Paradise Independent School District Student Code of Conduct.*
- Parents concerned with online services at a child's school should refer to the EFA Local: *Instructional Resources: Instructional Material Selection and Adoption Policy* and follow the procedure as outlined in "Request for Reconsideration of Instructional Material."
- Any parent wishing to restrict their child's access to any computer online service, must provide the restriction request in writing to the campus administration. Parents will assume responsibility for imposing restrictions only on their own children.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, staff, or faculty of Paradise ISD may deny, revoke, or suspend user accounts at any time. Users may appeal the loss of privileges within seven calendar days. The system administrator or designee will conduct a hearing, but the person who imposed the loss of privileges will not be the person designated to hear the appeal.

Network Etiquette and Privacy

The users are expected to abide by the generally accepted rules of network etiquette. The 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 our 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.
c. ILLEGAL ACTIVITIES. Illegal activities are strictly forbidden.
d. PRIVACY. Do not reveal your home address or personal phone number or the address and phone numbers of students or colleagues.
e. ELECTRONIC MAIL/FILE SERVER STORAGE. Electronic mail (e-mail) and items stored on individual user directories (h: drives) are not guaranteed to be private. Message and other files relating to or in support of illegal activities must be reported to authorities.
f. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. This includes (but is not limited to) the downloading and installation of unauthorized programs to the network and computers. Users may not reconfigure or alter the function of workstation hardware or software.

Unacceptable Conduct—includes but not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations; downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing violations.
- Using the PISD network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online sites or resources that do not support the curriculum and/or appropriateness for school assignments such as, but not limited to, pornographic sites.
- Stealing/Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestions on the network or interfering with the work of others, e.g. chain letter or broadcast messages to lists/directories or individuals.
- Gaining unauthorized access anywhere on the network.
- *Revealing the full name, home address, social security number, bank or credit card numbers or phone number of one's self or another person.*
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user access to your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing e-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization or identification documents.

- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

Consequences of Violations

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published here, in the *PISD Student Code of Conduct* and in Board Policy CQ, may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violations may result in loss of technology privileges and disciplinary action. Violation of state or federal law including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the District.

Consequences of violations include, but are not limited to:
- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the *Paradise ISD Student Code of Conduct* including:
  - In-School-Suspension
  - Expulsion; and
  - Legal action and/or prosecution by local, state or federal officials.

Monitoring

Paradise ISD has the right to monitor any and all computer activity while: on PISD premises, using PISD network resources, or while using PISD equipment or resources away from the premises.

Monitoring includes but is not limited to: logging all internet traffic and sites visited, logging all search queries, remotely viewing of the screen, viewing any files saved on or connected to any district resource (including "flash" drives, CD media, local PC hard drive, network drives, or internet websites), and viewing any email messages sent or received while at school or using school resources.

Security

Security on any computer system is a high priority because there are so many users. If you identify any security problem, notify the system administrator or appropriate teacher at once. Never demonstrate the problem to other users. All use of the system or systems must be under your own account or under the approval of a Paradise ISD staff person. Any user identified as a security risk will be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, creation or propagation of worms and any other device or means to harm the integrity of any computer network. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Internet Safety

Users must be cautious when using websites and other Internet resources. No personally identifiable information should ever be given on websites or to other users on the Internet. This information includes (but is not limited to): name, address, and phone number. The dissemination of this information may result in harm to the user by other parties. Because of the associated safety risks, Paradise ISD prohibits participation in or use of chat rooms, message boards, or uncensored email. Violation of this rule will result in loss of privileges to the computing resources.

Internet Filter

In an effort to block harmful websites to the users (inappropriate sites as defined above), Internet filtering devices have been put in place on the network. Users shall not disable or attempt to disable the filtering devices on the network. Attempts to disable the filter will result in loss of privileges to the computing resources.

Limited Resources

Because of the limited resources available, users must not waste District resources related to computer services. This includes (but is not limited to) Internet bandwidth (such as unapproved streaming of audio/video, downloading of large files and online gaming), printing services, computer usage, and file storage.

Services

Paradise ISD makes no warranties of any kind, whether expressed or implied for the service it is providing. Paradise ISD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, missed-deliveries, or service interruptions caused by the system or your error of omissions. Use of any information obtained via the information is at your own risk. Paradise ISD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Publishing Student Work to the World Wide Web (Internet)

Your student's work may be considered for publication on the internet. PISD guidelines are listed below.

Student Photographs published by the district on the internet may or may not be photos of identified students that illustrate student projects and achievements.

Videos may include podcasts and web quests created as class projects. Sometimes, students use a video camera or recorder – perhaps they read a poem or script they have written. This is then turned into a movie, an audio clip or website that can be added to the internet so others can learn from your student's experience. They may also include video of your student participating in a school event such as a fun run, Rise and Shine, or a band or athletic event.

Projects may include podcasts and web quests that are created as class projects (see video section for more info). They may also include scanned copies or photographs of work your child created in a class. Some examples are art your child created, a science project, or pictures of a group at work.