

Educational Technology and
Acceptable Use Policy
of
Henrietta Independent School District



As taken from the TASB Policy Manual

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See EFE)
2. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
3. Participating in chat rooms other than those sponsored and overseen by the District.
4. Tampering with anyone else's computer, files, or e-mail.
5. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
6. Any use that would be unlawful under state or federal law.
7. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
8. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
9. Use that violates the student code of conduct.
10. Use related to commercial activities or for commercial gain.
11. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

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PEIMS

The District shall participate in the Public Education Information Management System (PEIMS) and through that system shall provide information required for the administration of the Foundation School Program and of other appropriate provisions of the Education Code. The PEIMS data standards, established by the Commissioner, shall be used by the District to submit information. *Education Code 42.006; 19 TAC 61.1025*

CHILDREN'S
INTERNET
PROTECTION ACT

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). *47 U.S.C. 254* [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funds under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). *20 U.S.C. 6777* [See ESEA FUNDING, below, for details]

DEFINITIONS

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)

"Technology protection measure" means a specific technology that blocks or filters Internet access. *47 U.S.C. 254(h)(7)(I)*

UNIVERSAL SERVICE
DISCOUNTS

An elementary or secondary school having computers with Internet access may not receive universal service discount rates unless the District implements an Internet safety policy, submits certifications to the FCC, and ensures the use of computers with Internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A); 47 CFR 54.520*

"Universal service" means telecommunications services including Internet access, Internet services, and internal connection services

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and other services that are identified by the FCC as eligible for federal universal service support mechanisms. *47 U.S.C. 254(c)(3), (h)(5)(A)(ii)*

INTERNET SAFETY
POLICY

The District shall adopt and implement an Internet safety policy that addresses:

1. Access by minors to inappropriate matter on the Internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors on-line;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

47 U.S.C. 254(l)

PUBLIC HEARING

The District shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy. *47 U.S.C. 254(h)(5)(A), (l)(1)*

'INAPPROPRIATE
FOR MINORS'

A determination regarding what matter is inappropriate for minors shall be made by the Board or designee. *47 U.S.C. 254(l)(2)*

TECHNOLOGY
PROTECTION
MEASURE

In accordance with the appropriate certification, the District shall operate a technology protection measure that protects minors against access to visual depictions that are obscene, child pornography, or harmful to minors; and protects adults against access to visual depictions that are obscene or child pornography. *47 U.S.C. 254(h)(5)(B), (C)*

MONITORED USE

In accordance with the appropriate certification, the District shall monitor the on-line activities of minors. *47 U.S.C. 254(h)(5)(B)*

CERTIFICATIONS
TO THE FCC

To be eligible for universal service discount rates, the District shall certify to the FCC, in the manner prescribed at 47 CFR 54.520, that:

1. An Internet safety policy has been adopted and implemented.
2. With respect to use by minors, the District is enforcing the Internet safety policy and operating a technology protection measure during any use of the computers.

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3. With respect to use by adults, the District is enforcing an Internet safety policy and operating a technology protection measure during any use of the computers, except that an administrator, supervisor, or other person authorized by the District may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

47 U.S.C. 254(h)(5); 47 CFR 54.520

ESEA FUNDING

Federal funds made available under Title II, Part D of the ESEA for an elementary or secondary school that does not receive universal service discount rates may not be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet unless the District:

1. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and enforces the operation of the technology protection measure during any use by minors of its computers with Internet access; and
2. Has in place a policy of Internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with Internet access.

The District may disable the technology protection measure to enable access to bona fide research or for another lawful purpose.

CERTIFICATION TO
DOE

The District shall certify its compliance with these requirements to the DOE as part of the annual application process for each program funding year under the ESEA.

20 U.S.C. 6777

TRANSFER OF
EQUIPMENT TO
STUDENTS

The District may transfer to a student enrolled in the District:

1. Any data processing equipment donated to the District, including equipment donated by a private donor, a state eleemosynary institution, or a state agency under Government Code 2175.128;
2. Any equipment purchased by the District; and
3. Any surplus or salvage equipment owned by the District.

Education Code 32.102(a)

Before transferring data processing equipment to a student, the District must:

1. Adopt rules governing transfers, including provisions for technical assistance to the student by the District;
2. Determine that the transfer serves a public purpose and benefits the District; and
3. Remove from the equipment any offensive, confidential, or proprietary information, as determined by the District.

Education Code 32.104

DONATIONS

The District may accept:

1. Donations of data processing equipment for transfer to students; and
2. Gifts, grants, or donations of money or services to purchase, refurbish, or repair data processing equipment.

Education Code 32.102(b)

USE OF PUBLIC FUNDS

The District may spend public funds to:

1. Purchase, refurbish, or repair any data processing equipment transferred to a student; and
2. Store, transport, or transfer data processing equipment under this policy.

Education Code 32.105

ELIGIBILITY

A student is eligible to receive data processing equipment under this policy only if the student does not otherwise have home access to data processing equipment, as determined by the District. The District shall give preference to educationally disadvantaged students. *Education Code 32.103*

RETURN OF EQUIPMENT

Except as provided below, a student who receives data processing equipment from the District under this policy shall return the equipment to the District not later than the earliest of:

1. Five years after the date the student receives the equipment;
2. The date the student graduates;
3. The date the student transfers to another district; or
4. The date the student withdraws from school.

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If, at the time the student is required to return the equipment, the District determines that the equipment has no marketable value, the student is not required to return the equipment.

Education Code 32.106

UNIFORM
ELECTRONIC
TRANSACTIONS ACT

The District may agree with other parties to conduct transactions by electronic means. Any such agreement or transaction must be done in accordance with the Uniform Electronic Transactions Act.
Business and Commerce Code Chapter 43

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The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF
ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS
OF THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's 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. Non-compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;

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3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

**INTELLECTUAL
PROPERTY RIGHTS**

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

**DISCLAIMER OF
LIABILITY**

The District 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. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Board of Education:

Lanny Evans
President

Mike Campbell
Vice President

Rex Taylor
Secretary

Kelly Beeler
Assistant Secretary

HENRIETTA INDEPENDENT SCHOOL DISTRICT

"Effective Education Today for a Brighter Tomorrow"

Jeff McClure, Superintendent

Scot Clayton, Assistant Superintendent

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Principals:

Gary Parrish
High School

720-7930

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Middle School

720-7920

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Kendra Bennett

Elementary

720-7910

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Dear Parent,

Your child has requested access to the Henrietta ISD network, and your permission is needed in order to grant this access. Getting access to the Henrietta ISD computer system allows your child to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks. Through the Henrietta ISD electronic communication system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the Henrietta ISD policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

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 Henrietta ISD will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the Henrietta ISD electronic communication system. The Henrietta ISD policy may be viewed at www.henrietta-isd.net, or you may receive a hard copy from the office if you do not have access to the Internet.

Sincerely,

Principal

Participation in an Electronic Communication System

Student Agreement Form

Henrietta Independent School District

I. STUDENT

Name _____ Grade _____ ID No. _____
(Please Print)

I have read the Henrietta ISD "Electronic Communication, Data Management and Internet Acceptable Use Policy" and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Signature of student _____ Date _____

II. STUDENT'S PARENT OR GUARDIAN

I have read the Henrietta ISD "Electronic Communications, Data Management and Internet Acceptable Use Policy". In consideration for the privilege of using the Henrietta ISD electronic communications system, and in consideration for having access to the 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 Henrietta ISD policy and administrative regulations. Please indicate your choice(s) below (either A, B or C):

A. _____ I give permission for my child to participate in **ALL** areas of the District's electronic communications system and certify that the information contained on this form is correct.

OR

B. _____ I **DO NOT** give permission for my child to participate in the District's electronic communications system.

OR

C. _____ I give **LIMITED** permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct. (Please indicate whether or not you give permission for each section by writing yes or no on the line before each section)

_____ My child may participate in **instructor led** research and communication activities on the Internet.

_____ My child may participate in doing research and communication activities on the Internet.

_____ My child may participate in interactive lessons on the Internet.

_____ My child's written or artistic work may be published on the school's web site or educational sites on the Internet.

_____ My child's picture may be published on the school's web site.

_____ My child's name may be published on the school's web site.

_____ Other: _____

Signature of parent or guardian _____

Home address _____

Date _____ Home phone number _____

EMPLOYEE AGREEMENT FOR AN ELECTRONIC COMMUNICATIONS SYSTEM ACCOUNT

I have read the Henrietta ISD "Electronic Communications, Data Management and Internet Acceptable Use Policy" and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the Henrietta ISD electronic communications system and in consideration for having access to the public networks, I hereby release the Henrietta ISD, its operators, and any institution with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including, without limitation, the type of damages identified in the Henrietta ISD policy and administrative regulations.

Signature _____

Home address _____

Date _____ Home phone number _____

Assigned username _____

Assigned password _____ (Password is to be changed every 90 days)

Must meet the complexity password requirement:

1. Cannot contain any or all of the user's name
2. Must be at least 8 characters
3. Must contain characters from 3 of the following categories.
 - a. Uppercase English letters (A to Z)
 - b. Lowercase English letters (a to z)
 - c. Number 0 to 9
 - d. Non-alphanumeric characters (!, @, #, \$, etc.)

IT notified: _____