

## **APPENDIX**

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## PARENT LETTER FOR SYSTEM USERS

Dear Parent,

Your child has requested access to the Henrietta ISD network, and we need your permission in order to grant this access. Getting access to our 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 enclosed 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 the 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.

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 \_\_\_\_\_

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### 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 \_\_\_\_\_

**Participation in an Electronic Communication System**  
**Employee Agreement Form**  
Henrietta Independent School District

I have read the Henrietta ISD "Electronic Communication, Data Management and Internet Acceptable Use Policy" 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.

Name \_\_\_\_\_  
(First, Middle Initial, Last)

School:  High School  Middle School  Elementary

Signature \_\_\_\_\_ Date \_\_\_\_\_

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This space reserved for campus/district technology facilitator.

Assigned username \_\_\_\_\_

Assigned password \_\_\_\_\_ (Password is to be changed every 60 days)

## ELECTRONIC COMMUNICATION, DATA MANAGEMENT AND INTERNET ACCEPTABLE USE POLICY

### AVAILABILITY OF ACCESS

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

Access to the Henrietta ISD 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.

### ACCEPTABLE USE

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

Access to the District's electronic communications system is **a privilege** provided by the District, **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. Noncompliance with applicable regulation may result in suspension or termination of privileges and other disciplinary action consistent with District policies. 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;
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 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, users' mistakes or negligence, or 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.

## ELECTRONIC COMMUNICATION, DATA MANAGEMENT AND INTERNET ACCEPTABLE USE REGULATIONS

The Superintendent or designee will oversee the Henrietta ISD electronic communications system.

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. Commercial use of the Henrietta ISD system is strictly prohibited.

The district will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the Henrietta ISD system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the Henrietta ISD system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorized may upload copyrighted material to the system.

### SYSTEM ACCESS

Access to the Henrietta ISD electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the Henrietta ISD system.
2. The District will require that all passwords will be changed every 60 days.
3. Students completing required course work on the system will have first priority of use of District equipment after school hours with teacher supervision.
4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the Henrietta ISD system.

### CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communications system the principal or campus technology facilitator will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the Henrietta ISD system at the campus level.
2. Ensure that all users of the Henrietta ISD system complete and sign an agreement to abide by district policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
3. Ensure that employees supervising students who use the Henrietta ISD system provide training emphasizing the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, as appropriate including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

### INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the Henrietta ISD electronic information/communications system:

#### ON-LINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. The system user will attend training provided by Henrietta ISD for basic instruction on use of Henrietta ISD system. During this training, explanation of proper use of Henrietta ISD system will be discussed. This training must be attended before a user account will be provided to any system users.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.

3. System users may **not** use another person's system account without written permission from the campus administrator or district coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines not to exceed 30 days.
5. System users may not redistribute copyrighted software.
6. System users may not upload any software application to the system or to individual computers in the classroom. **System users may not download program files without written consent of the District technology facilitator.**

#### VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the Henrietta ISD 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 will be viewed as violations of District policy and administrative regulations and possibly, as criminal activity under applicable state and federal laws. This 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, hardware, and/or software costs.

#### FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Failure to comply will result in cancellation of system use privileges.

#### INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the Henrietta ISD system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to revocation of privileges on the Henrietta ISD system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to revocation of privileges and to disciplinary action in accordance with District policies.

#### NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Violation of any of the above may result in cancellation of system use and privileges.

#### TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the Henrietta ISD system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or a student's access will be effective on the date the principal or campus technology facilitator receives notice of employee status change, student withdrawal, or notice of revocation of system privileges.

DISCLAIMER

The Henrietta ISD system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any service provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the 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, and other third party individuals in the system are those of the users, or providers, and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Henrietta ISD electronic system.