Carthage ISD Technology Handbook

Connecting Students to the Future
2017-2018

Technology Department Vision

In order to create a continuous learning environment for students, staff, and community members, the vision of Carthage ISD is to integrate technology into a challenging and innovative instructional program across the grade levels, which includes cutting-edge technological opportunities, producing competent, life-long learners and productive citizens.

Carthage ISD Technology Handbook Source Acknowledgements:
Jacksonville ISD, Gladewater ISD, Regions VII Education Service Center, & Troup ISD

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Dear Parents:

Every student has the opportunity to participate in the Carthage Independent School District's Electronic Communication System, and must have parental permission to do so. Through the Internet, your child may be able to communicate with other schools, colleges, and organizations around the world.

A great deal of responsibility comes along with this educational opportunity. It is of utmost importance that you and your child read the district policy and discuss the requirements together. It is important to note that inappropriate use of the district's Electronic Communications system may result in the loss of the privilege to use these educational tools, as well as other disciplinary actions.

Please be aware 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, as well as other material that you might find objectionable. While the district is taking reasonable precautions to preclude access to such material, and is actively discouraging such access, it is not possible for the District to absolutely prevent access to objectionable material completely.

There are no guarantees when your child uses the Internet. Materials your child believed to be on the Internet may be gone, as websites come and go. The Internet may not be available when your child needs it for a project or report, as there are times the Internet will be down due to circumstances beyond our control. The District does not take responsibility for the results of any actions your student takes while on the Internet.

Please sign the appropriate forms which will be in the Parent/Student Agreement Form packet given to the student on the first day of class. Indicate your permission, or denial of permission, for your child regarding use of the District's Electronic Communication System. Keep in mind that students cannot be required to use the Internet to complete assignments if permission has not been granted. Your child will **NOT**, under any circumstances, have access to any part of the school network until permission is granted.

Thank you,

Annette Johnson
Director of Technology
Carthage ISD

Responsible Use Policy

Carthage ISD Electronic Communications System

The use of computer resources is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege. Certain state and federal statutes may apply to the electronic communications system, and inappropriate use may also be unlawful. Unlawful use of district electronic resources will be referred to the proper authorities. District authorities, under the rules of the Student Handbook, may also initiate other disciplinary actions.

If you do not follow the rules listed here, your account will be closed, and you will not be able to use the electronic resources from school computers. Depending on what you do, other disciplinary actions may also be taken in accordance with campus disciplinary guidelines. In addition, there may be state or federal laws that are broken if you commit certain actions. You and your parents may be liable if you break these laws. Many of the activities that are illegal in using the electronic resources are outlined in this handbook.

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Some of the major information sharing tools available via the Internet include:

- Electronic mail or **E-mail** that allows communications with people all over the world.
- The **World Wide Web**, which utilizes hyperlinks to point to resources, and incorporates sound, video, and graphics.
- File transfer protocol or **FTP sites** that have information of value to all areas of education.
- **USENET** discussion groups that have been developed based on the group members' interests.
- **Telnet** or remote login which allows access to university library catalogs, local area library catalogs, and even the Library of Congress on-line catalog.

The district's goal in providing these services is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world, also comes the availability of materials that may not be considered to be of educational value. The district will strictly enforce rules that restrict access to objectionable material. However, on a global network, it is impossible to control all materials. The district believes that the valuable information available on the world-wide network far outweighs the possibility that users may see or access materials that are not consistent with the educational goals of the district.

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 specified in the Carthage ISD Technology Handbook, so that each user is made aware of their responsibilities. Guidelines are considered the same as rules in this handbook.

Should a district user violate any of these provisions, his/her account will be **terminated**, future access will be denied, and disciplinary actions will be taken under the guidelines of the *Carthage ISD Student Handbook*. In addition, all users are held responsible for understanding that the inappropriate use of the Electronic Communication System may be a violation of state, federal, and/or local laws, including but not limited to: *Section 1030 of Title 18 of the United States Code Fraud and Related Activity in Connection with Computers*, as well as the *Texas Computer Crimes Statute, Section 1, Chapter 33.02 of Title VII of the Texas Penal Code, Breach of Computer Security*, and *Section 16.04 of Title IV of the Texas Penal Code Unlawful Access of Stored Communications*. Violations can lead to investigation and prosecution by law enforcement agencies.

Each user must sign a form acknowledging the rights and responsibilities of access to the Electronic Communications System. A parent or legal guardian will be required to read the *Acknowledgement of Rights and* Responsibilit*y*, and sign a form affirming having read and understood the policies and rules contained therein. No student account will be opened

until the student and parent have signed the required forms. Parents may sign a form explicitly exempting their minor children from Internet access.

No student will be required to use the district's electronic communication system to complete assignments when the parent denies access.

You are not to reveal your complete name, personal home address, home telephone number, or phone numbers of any other individuals. Your personal signature on any Internet message must use the school address only. You must notify your parent(s)/guardian(s) or teachers immediately if any individual is trying to contact you to do something wrong or illegal.

The district's system is provided on an as is, available basis. The district cannot make any guarantees that the system will not go down, or that the Internet and/or E-mail will be working at all times. The district does not guarantee the functions or services performed by, or the information or software contained on the system will meet the system user's requirements. However, back-ups of the system are made on a regular basis as a safeguard should services go down.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or third party individuals in the system are those of the provider and not the district. The user is responsible and liable for any misuse of the system or system resources. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic equipment.

Availability of Access

A wireless network infrastructure has been added to allow all users access to CIPA compliant internet throughout the district using laptops, smartphones, Apple devices such as iPads/iPods, and Chromebooks. This network is made available to students/staff primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system is permitted if the use:

1. Imposes no tangible cost to the district
2. Does not unduly <u>burden</u> the district's computer or network resources
3. Has no adverse effect on the student's academic performance.
4. **The use is within the guidelines of the *Responsible Use* policy.**

Internet Use Rules – Responsible Use

The following rules are representative (but not inclusive) of how the Internet is to be used as determined by the district.

1. The use of a student E-mail account must be in support of education and/or research as well as remain consistent with the educational objectives of the district.
2. Use of any other organization's network or computing resources must comply with the rules appropriate for that network.
3. Use for commercial activities is prohibited. This includes, but is not limited to: shopping, making reservations, and entering contests.
4. Personal use of the district network to purchase products is <u>not</u> permitted.
5. Use for product advertisement or political lobbying is prohibited.
6. Users shall not use District computers or networks for any non-instructional or non-administrative purposes. This includes such programs such as games or MUDS (a multiplayer real-time virtual world). Personal continual connection to audio\video streaming (Real Player, Windows Media Player, etc.) can cause congestion on the district's network and is not permitted.

7. Access to specific resources IRC's (Internet Relay Chat) will be limited to activities in direct support of educational goals and only as authorized by the teacher for instructional purposes. Chat Room use is not permitted, except by written permission from the Technology Director.
8. The sending of Chain Letters or broadcast messages (spamming) to lists or individuals, and any other types of use, which may cause congestion on the network, or otherwise interfere with the work of others is prohibited.
9. Transmissions of information which violates or infringes of the rights of any person or any abusive, profane, or sexually offensive information is prohibited.
10. While software and shareware are available over the Internet, the quality of the software and impact on the system cannot be guaranteed. These programs may also contain viruses. Software, freeware, and shareware will not be downloaded to individual user accounts without the express written permission of the Technology Director. Software that has not been approved will be removed from the computers by the Technology Staff. In the case of shareware, the author expects reimbursement for the use of that software. Shareware and freeware may **NOT** be downloaded to any district owned equipment. **Shareware may not be stored on district equipment**. **The district will not be responsible for shareware downloading and fees.**
11. The possibility of encountering objectionable material does exist, and the district is unable to completely prevent access to such material. The district subscribes to a filtered internet service. Efforts are made on a regular basis to block such objectionable sites. **However, if a student accesses information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform a teacher. Furthermore, students may be asked by a teacher, librarian, or other faculty member to print a copy of the history of sites that have been accessed during any specific Internet session.**
12. All communications and information accessible via the network are assumed to be the property of the publisher and/or sender, and as such are copyrighted. Information cannot be distributed or copied without permission. This consideration is especially important for those who use E-mail and post messages to groups with an educational focus.

Digital Citizenship & Netiquette (Network Etiquette)

Digital Citizenship is a concept which helps teachers, technology leaders and parents to understand what students/children/technology users should know to use technology appropriately.

Netiquette is a term describing the generally accepted rules of behavior on networked systems. District faculty, staff and students are expected to abide by these rules when using the District Electronic Communications System. Access can be revoked for violation of the following rules:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other offensive language.
- Illegal activities are strictly prohibited.
- Do not reveal your entire name, personal address, or phone number, or those of other students, teachers, or staff members.
- Do not use the network in such a way as to disrupt the use of the network by other users.

Note that E-mail is not guaranteed to be private. System Administrators **DO** have access to **ALL** E-mail. Computer network glitches can miss-route mail to accounts other than those to whom it is originally addressed. Monitoring of E-mail by designated staff may occur on occasion to ensure appropriate use. **Messages relating to or in support of illegal activities will be reported to the authorities (school, local, state, and/or federal).**

Netiquette Guide

- Be brief.
- Minimize spelling errors. Be sure your message is easy to understand and read.
- Use accurate and descriptive titles for your messages and articles.

- Get the most appropriate audience for your message, not the widest.
- Remember, humor/satire is very often misinterpreted.
- If you post to multiple groups, specify all groups in a single message.
- Cite references for any facts you present.
- Keep signatures brief.
- Post only to groups you know or belong to.
- Do not attack correspondents with an overwhelming amount of facts.

Security

The Children's Internet Protection Act (CIPA) was signed into law on Dec. 21, 2000 and requires that schools enforce a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. The Internet Safety Policy must address the following issues:

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

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The following are considered inappropriate use of the network:

Accessing social networking websites such as Facebook, Instagram, Snapchat, etc. are **NOT** allowed. Exceptions are bulletin boards or blogs that are provided by the district, such as Edmodo, Google Apps for Education, or provided by the Texas Education Agency, such as Project Share, and are created for/by teachers for specific instructional purposes.

Any student who reveals his/her personal home address, home phone number, or the phone number of any other individuals will lose computing privileges. Personal signatures on an E-mail must use the school address only. Parent(s)/guardian(s) and the Technology Director must be notified immediately if any individual is trying to contact a user for illicit, illegal, or suspicious activities.

Using another individual's account and password is forbidden. Anyone letting someone else use their account and password will lose his/her network privileges.

You are responsible for the protection of your password. Do not give your account name and/or password to ANY other individuals. If you suspect others are using your account, notify your teacher immediately.

Attempts to logon to the Internet as a system administrator, or to perform system administration tasks will result in cancellation of user privileges.

Any user who is a security risk, or having a history of security problems with other computer systems, may be denied access to district network resources.

Anyone illegally obtaining access to and using other computer systems may be the focus of state or federal investigation and prosecution. Applicable state statutes are *Section 16.04, Unlawful Access to Stored Communications*, and *Section 33.03, Breach of Computer Security.*

If unacceptable or illegal activities take place using your account, you will be held responsible, regardless of whether you personally took the actions. Such activities may result in the loss of your access to the district Electronic Communications System and equipment, and/or other disciplinary actions.

Anyone knowingly having, transporting, or distributing any computer virus will **immediately** lose access to the Internet and all district computer resources.

Vandalism

Any malicious attempt to harm or destroy district equipment, materials, or data of another user of the district's system, or any of the agencies of the 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, administrative regulations, and possible criminal activity under applicable state and federal laws. This includes, but is not limited to the uploading or creation of computer viruses.

World Wide Web

The district has a server that will provide individuals with Internet access and information about the district, and network programs. Students do not have permission to create home pages or directories without teacher review and approval (see *Carthage ISD Web Publishing Guidelines*). Student home pages may not be posted on the district server without teacher review for content and linkages. Approval must be obtained from the principal and the designated Webmaster prior to posting a student page on the World Wide Web. Student work will be published under the direction of the supervising teacher, and with the acquisition of a signed release form from the student's parent(s) and or legal guardian.

Information/Data Storage

Users are granted disk storage space on the file server to store files. However, disk space is limited, and the system administrators reserve the right to set quotas for disk space usage on the system. A user who exceeds his or her quota will be advised to delete files. Users may request additional file space from system administrators. After notice, a user who remains in non-compliance of disk space quotas will have his or her files removed by a site administrator. Additionally, site administrators may find it necessary to recover disk space and remove files. The administrator will notify the user, so the files can be moved to a medium outside the system.

While the use of external storage devices are encouraged, devices originating and being used outside the classroom **must** be scanned with an antivirus program before being used on district equipment. Failure to scan disks or flash/thumb drives may result in the importation of viruses to the network. Individuals not following this procedure may lose the privilege of using district equipment.

The district recently added Google Apps for Education as an external storage area via the web for all staff in the district and for intermediate, junior high, and high school students. This external storage is available anywhere that can be accessed by the internet. This allows staff/students to work on documents at school and home by saving in one location.

Responsible Use of Carthage ISD Information and Technology Facilities and Services

Responsible use of computing and communications facilities, equipment, and services requires the user to:

- Respect the legal protection provided by copyright and licenses of programs and data.
- Respect the rights of others by complying with all district policies regarding intellectual property.
- Respect the rights of others by complying with all district policies regarding sexual, racial, or other forms of harassment, and by preserving the privacy of personal data to which you have access.

- Respect the privacy of others by not tampering with their files, passwords, or accounts, or representing others when messaging or conferencing.
- Use only computer ID's, accounts, communications facilities, and equipment that you are duly authorized to use, and use them for their intended purposes.
- Respect the integrity of computing systems and data. For example, do not intentionally develop programs (*such as viruses,*) or make use of already existing programs that harass other users. Infiltrating a computer or computing system, and/or damaging or altering the software components of a computer or computer system, or gaining unauthorized access to other facilities accessible via the network is prohibited.
- Only groups known as "Use Net Groups" set up and authorized by teachers as part of the curriculum are to be used by students for the purpose of discussion.

Guidelines for Safe Use of Computing Resources

Using electronic information resources can be of great educational benefit. Students can meet people from all over the world, ranging from scientists to students from other countries. Keep in mind that you cannot see who you are talking to on the Internet. People may, and often do, misrepresent themselves. Carthage ISD will take every precaution to supervise student use in order to ensure that Internet access is a positive educational experience. However, many students may also access the Internet from home facilities as well. In order to ensure your safety and positive outcomes from Internet access, Carthage ISD strongly recommends students follow the guidelines that are provided at home, as well as school.

Copyright

Many people don't realize the legal ramifications of copyright violations. According to the Texas Association of School Boards, the law no longer requires the owner of a work to put a "©" on it to give notice of the copyright. Therefore, one should probably assume that the use of anything on the internet or World Wide Web is restricted unless the author gives notice that it is not. If you are not certain of copyright, ***do not copy it***.

The same can be said for information posted on district web pages. Individuals creating web pages must take extra precautions to prevent the inclusion of copyrighted materials without giving proper credit to the creator of the material. Copyright violators will lose technology privileges, and in accordance with the *Carthage ISD Student Handbook*, other disciplinary actions may be taken.

Copyright Do's and Don'ts

- **Do** think twice before you copy a product. If you are not sure about copyright issues, ask a teacher, your campus librarian, Campus Technology Contact, or the Technology Director.
- **Do** make use of electronic resources on the network, always giving credit where credit is due.
- **Don't** load unauthorized software on any computer on the network. Campus principals, along with the Technology Director, will approve software lists. Unauthorized software will be removed from any District machine.
- **Don't** make illegal copies of software to share with friends, or for home or personal use. Most software publishers will allow an owner to make one back-up copy to be used **only** if the original is damaged or destroyed. Additional copying and distribution of software is not permitted without written permission from the publisher. Renting or borrowing school owned software is also prohibited. This type of illegal distribution or copying is called software piracy, and is punishable by law even if financial profit is not involved.

Intellectual Property Rights

Works created by students and district employees may not be posted or published on district web pages without the proper written consent. This may include, but is not limited to, letters, poems, art work, song lyrics, music, etc. Material

posted on district web pages that were created by students and district employees must not contain personal information about that person or persons. See *Carthage ISD Web Publishing Guidelines* for further information.

Disclaimer of Liability

The district shall not be liable for user's inappropriate use of the district Electronic Communication System. This includes, but is not limited to, violations of copyright restrictions or other laws, user's 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.

Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. A guiding factor in defining what is obscene may be what is appropriate in a school setting.

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Web Publishing Guidelines

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District Web Page

The purpose of the Carthage ISD Web Site is to promote educational excellence in Carthage Schools by facilitating resource sharing, innovation, and communication. The Technology Director or his/her appointee will be designated the District Webmaster.   The Webmaster is responsible for maintaining the District Web Site.

Web contacts will be selected from each campus to assist with the creation and development of campus and organizational web pages. Web contacts will also be responsible for submitting potential web pages to the Webmaster. Not all web pages will be posted on the District's web server.

Below are guidelines that will aide in the construction of web pages that will be considered for posting on the District web server. These guidelines **do not** replace the *Carthage ISD Responsible Use Policy*.

The personal information of students, faculty, and staff will not be published on the district web pages without proper, signed documentation. This information includes but is not limited to, names, E-mail addresses, photos, personal addresses, fax numbers, phone numbers, and personal beeper numbers.

The District will establish a web site for the purpose of promoting positive information about Carthage ISD. Additional pages will be made available to the following individuals and organizations:

- Teachers desiring to publicize their class projects and success stories
- Organizations whose purpose is to promote organizational information and positive student outcomes
- Students, under the direct instruction of a teacher, for the purpose of fulfilling a class assignment

Campus, Class, and Organizational Web Pages

Web pages produced for campuses, classes, and organizations can present information about the specific school, class, or organization's activities. Principals are responsible for approving the content of their school-based web pages and gathering staff release forms. Teachers are responsible for the content of all class-based web pages and for acquiring the appropriate parental/guardian signed release forms. Organizational sponsors are responsible for the content of their organization's web page, and for acquiring the appropriate parental/guardian signed release forms for students. All web pages are subject to review at any given time and may be rejected if deemed inappropriate by the campus principal and/or the designated webmaster.

Student Web Pages

A release form must be signed by parent(s) and/or legal guardians, before student pages can be published. The forms must be kept on file at the student's respected campus and information concerning access will be reported to the Technology Director. The sponsoring teachers should maintain a copy for their own records. Students may publish web pages only in conjunction with special class projects, after receiving approval from the campus principal. Students must follow appropriate publishing guidelines when creating web pages. In addition, all student web pages must contain the following statement: **"This is a student web page. The opinions and ideas expressed here are attributed to the student and not to Carthage ISD."** Bear in mind that all student web pages are subject to review at any given time, and may be discarded if deemed inappropriate by the campus principal or the designated webmaster.

Students, faculty, and staff are to follow copyright and permission laws when publishing web pages. Appropriate language and grammar is to be used at all times.

Web Page Publishing Guidelines

- KISS (**K**eep **I**t **S**hort and **S**imple)
- Keep links to a minimum
- The larger the graphics, the slower the page will load
- The more graphics you have, the slower the page will load
- No personal information of any kind

Student Guide for Home On-line Safety

The following guidelines are suggested for keeping Internet use at home as safe as possible for children. Please go over the suggestions listed below, and keep them posted close to your computer.

- I will not give out information such as my entire name, address, telephone number, parent's work address or work telephone number, or the name and location of my school without my parent(s)/guardian's permission.
- I will tell me parent(s)/guardian right away if I come across any information that makes me feel uncomfortable.
- I will never agree to meet face to face with someone I meet on-line without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother, father, or guardian along.
- I will never send a person my picture or anything else without first checking with my parent(s)/guardian(s).
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get an undesirable message. If I do, I will tell my parent(s)/guardian right away.
- I will follow these rules, and I will talk with my parent(s)/guardian so that they can set up rules for going on-line at home.

Student Use Agreement
Carthage Independent School District
Responsible Use of the District's Electronic Communications System

I have read and understand the Carthage ISD Technology Handbook.

_____   _____
Student Signature   Printed Name

_____   _____
Parent Signature   Printed Name

_____   _____
Campus/grade   Date

Please keep a copy of this form for your files. The original form must be submitted to the campus administrator which will be placed on file in the main office.

Distance Learning Overview

Through a TIE Grant, Carthage ISD acquired equipment to facilitate distance learning. According to the Tech Encyclopedia (http://www.techweb.com/encyclopedia/), *distance learning* is defined as "Obtaining education and training from a remote teaching site via TV or computer." The primary goal for distance learning at Carthage ISD is to provide access to a variety of instructional resources available to students, educators, and the community. Another goal of the distance learning program is to bridge the gap between CISD and the community by providing enrichment opportunities for the entire community.

The district has used the distance learning equipment to participate in several meetings, keeping the attendees from having to travel out of town. CISD now has four video conferencing systems installed at the administration building, special services building, Baker-Koonce Intermediate, and the technology building.

Technology Services and Support

Faculty and staff are encouraged to contact technology support staff whenever necessary for the purpose of troubleshooting and solving network problems.

Network Support
Teachers desiring to connect to a new network resource, but lacking the knowledge to do so, are encouraged to contact the Technology Contact for their campus. Teachers should immediately notify their Technology Contact when experiencing any difficulty in accessing resources including the Internet and E-mail.

Some network resources may not be immediately available due to licensing issues. If you receive notification of unavailability, simply try again a little later.

As with all technology, the network may occasionally need to be upgraded, repaired, and backup procedures will be followed. This may result in downtime, but efforts will be made to limit these inconveniences and users will be notified when possible.

Equipment Support

In order to receive technical support, faculty and staff, should submit a "Technology Work Request" work order form, found on the district home page. This is the fastest, most effective way of receiving assistance. If the individual's problem keeps him/her from being able to fill out a form, he/she is encouraged to go to their department head to fill one out. Technology Contacts can be emailed for answers to questions.

Technical support is available district wide. A technology work request must be completed online for each computer needing repair or upgrade. Upgrades will be completed only if funding is available. **No unauthorized repairs or upgrades will be performed on district owned equipment.**

All technological equipment /software purchases must have the approval of the campus principal, department head (when applicable), and the Technology Director. This is simply to ensure that we maintain a consistency in purchasing and that new equipment meets the specifications as set forth in the Carthage ISD Technology Plan.

Inventory

New Equipment: All technology equipment purchased for Carthage ISD must be accounted for district-wide as well as campus-wide by the campus librarian.

Old Equipment: A goal of the Technology Department is to provide teachers and students with equipment that is maintained and in good condition. To meet this goal, it is sometimes necessary to retire old and worn equipment. If you encounter such equipment, simply notify the campus principal first, then Technology, who will begin the process of removal and/or replacement when possible.

Carthage ISD offers access to electronic equipment, the Internet, and a district-based World Wide Web server to CISD faculty, staff, and students for the purpose of pursuing educational goals. Access to these resources is considered a privilege, and district policies, regulations, and procedures have been developed to address the issues and concerns raised by access to electronic information. In addition to the general policies, regulations, and procedures that must be adhered to by all district personnel and students accessing the network systems, faculty and staff will have a number of additional responsibilities for maintaining adherence to policies regarding use of the Internet. Such responsibilities are in keeping with the standards and practices outlined in the *Code of Ethics and Standard Practices for Texas Educators – DH (E) and policy CQ.*

Teachers will be responsible for monitoring students in the use of the Internet, and for distributing and collecting the student's signed consent forms. Campuses are responsible for keeping these forms on file. Teachers will be professionally responsible for closely monitoring student conduct on the Internet during class sessions and extended activities. Teachers may ask a student to print a history of sites that have been accessed during any specific Internet session to verify the educational relevance of the site. Teachers are responsible for regulating access to the Internet and other network resources. Teachers must also report any violations of Internet use and network access directly to the campus principal and the Technology Director. Furthermore, teachers will be responsible with following through on suspected violations of technology policies and procedures by individuals, whether during the class or not. The campus principal will enforce disciplinary actions. Violators can lose all computing access.

Students may be allowed to develop web pages for educational purpose. However, teachers must preview and approve proposed content and linkages of those pages. Not all web pages designed by and for students will be posted. Personal information of any kind is strictly prohibited without the proper written consent. Pictures that allow an individual to be identified by name are prohibited. Home pages will be posted to the district's web server only after further review by the campus principal and the designate webmaster. Only the Technology Director, Webmaster or his/her designee will be allowed to upload files to the district web server **after** the review process.

Accessing social networking websites such as Facebook, Instagram, Snapchat etc. are not allowed, with the exception of bulletin boards or blogs provided by the district such as Edmodo of Google Apps for Education, or provided by the Texas Education Agency such as Project Share, and are created for/by teachers for specific instructional purposes.

Commercial use of the Internet is not acceptable. Shopping, making reservations, entering contests, etc. will not be permitted using the District network resources. Student access to the Internet may be denied by parental action, thus the teacher cannot consider student use mandatory. Students who do not have access to the Internet must be provided with alternative means for completing class assignments.

Because of limited disk space and the potential for negative impact on system performance, students, staff, and faculty will not be allowed to download, store, and/or run **ANY** software from the Internet. In the case of shareware (a form of software), the author expects reimbursement. Any user downloading shareware is expected to reimburse the author for the privilege of using the software. The district will **not** be responsible for shareware downloading or fees. Shareware may not be stored on district equipment without written permission from the Technology Director.

Faculty and staff will intervene if there is any suspected violation of policies on use of copyrighted materials. Teachers who assign or even suggest Internet use for class assignments must teach and monitor proper copyrighting and appropriate referencing of materials. Teachers and district staff must recognize that computer files and E-mail have the same legal status as other district communications and files that are subject to public access. Teachers and District staff should also recognize that illegal activities and activities that are contrary to state or federal law can result in disciplinary action or charges being brought against district personnel who are found to engage in or permit such activities using district computers and network resources. Relevant statutes are *Section 16.04 Unlawful Access to Stored Communications*

and *Section 33.02 Breach of Computer Security*. Users, including faculty, staff, students, and community members may not use the district electronic resources to access, acquire, and/or bring through the district's network, obscene, offensive, or objectionable material including forwarding jokes or pictures that others might find offensive. The system has been financed by public money and grants and is not intended for the private use of individual staff. Access to Internet sites can and will be monitored and tracked by system administrators.

Faculty Use Agreement
Carthage Independent School District
Responsible Use of the District's Electronic Communications System

I have read and understand the Carthage Independent School District Technology Handbook.

_____   _____
Teacher/Employee Signature   Printed Name

_____   _____
Campus   Date

Faculty/Staff Personal Information Web Release Form

Please print your full name _____

Name

Select one of the following, and fill in the necessary information (if applicable):

☒ Publish my name as shown: _____

☒ Do **NOT** publish my name

Photo

☒ Publish my photo   ☒ Do **NOT** publish my photo

E-mail Address

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