

**BENJAMIN INDEPENDENT SCHOOL DISTRICT**

**ELECTRONIC COMMUNICATION**

**AND**

**DATA MANAGEMENT**

**INTERNET ACCEPTABLE USE**

**POLICY, REGULATIONS FORMS**

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ELECTRONIC COMMUNICATION AND DATA MANAGEMENT  
INTERNET ACCEPTABLE USE POLICY

HISTORY OF

THE INTERNET While educators are now discovering a treasure-trove for educational resources on the Internet and the World Wide Web, neither was created with schools in mind. The Internet, developed by the Department of Defense in the 1960's, is actually a product of the Cold War. Established as an electronic mail system to link key military commanders and university researchers in the event that conventional communications systems were destroyed or disabled, the Internet has blossomed into a network of networks, linking tens of millions of people across the globe for purposes of commerce, entertainment, and education. The World Wide Web, on the other hand, allows businesses, government agencies, museums, schools, and individuals to use graphics and audio technology to promote products and services, and to provide access to entire libraries of information formerly available only to those who could physically visit the source.

AVAILABILITY OF

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

Access to the Benjamin ISD electronic communications system, including the Internet, shall be made available to students and employee exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the Benjamin ISD electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination for privileges and other disciplinary action consistent with District policies. (See DH, FNC, FNCJ, FO, and the Student Code of Conduct.) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

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 governing copyright. (See EFE.)

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

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 or usability of any information found on the Internet.

The Superintendent or designee will oversee the Benjamin ISD electronic communications systems.

The Benjamin ISD system will be used only for administrative and educational purposes consistent with the Benjamin ISD mission and goals. Commercial use of Benjamin 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 Benjamin ISD system will emphasize the ethical use of this resource.

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

SYSTEM ACCESS Access to the Benjamin 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 Benjamin ISD system.
2. The District will require that all passwords be changed every 60 days.

3. A teacher may apply for a class account and, in doing so will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
4. Students completing required course work on the system will have first priority for use of District equipment after school hours with teacher supervision.
5. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the Benjamin 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 Benjamin ISD system at the campus level.
2. Ensure that all users of the Benjamin 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 Benjamin ISD system provide training emphasizing the appropriate use for this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
6. Set limits for disk utilization on the system, as needed.

**INDIVIDUAL USER  
RESPONSIBILITIES**

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

**ON-LINE**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
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 or more than five (5) messages.
5. System users may not redistribute copyrighted software.
6. System users may upload public domain programs to the system only with campus technology facilitator written permission. System users may download public domain programs for their own use but may not redistribute a public domain program. System users are responsible for determining whether a program is in the public domain. Challenges will be settled by the campus technology facilitator.

**VANDALISM  
PROHIBITED**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the Benjamin 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, possible, 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/THIRDPARTY  
SUPPLIED  
INFORMATION**

System users and parents of students with access to the Benjamin 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 Benjamin 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 letter are the 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 address 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 privileges.

#### TERMINATION/ REVOCATION SYSTEM USER ACCOUNT

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

Termination of an employee's account or of 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 Benjamin 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 services 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 of 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, or 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 relation to misuse of the Benjamin ISD electronic communications system.

## PARENT LETTER FOR SYSTEM USERS

Dear Parents:

Your child is eligible to participate in the Benjamin ISD electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the Benjamin 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 Benjamin 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 Benjamin 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 Benjamin ISD electronic communication system.

Sincerely,

Olivia Del Hierro Gloria  
Superintendent  
Benjamin ISD

**STUDENT AGREEMENT FOR PARTICIPATION  
IN AN ELECTRONIC COMMUNICATION SYSTEM**

The student agreement form must be renewed each academic year.

**1. STUDENT**

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

SCHOOL \_\_\_\_\_

I have read the Benjamin ISD electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's Signature \_\_\_\_\_ DATE \_\_\_\_\_

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**2. STUDENT'S PARENT OR GUARDIAN**

I have read the Benjamin ISD electronic communications system policy and administrative regulations. In consideration for the privilege of using the Benjamin 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 Benjamin ISD policy and administrative regulations.

\_\_\_\_\_ I give permission for my child to participate in the Benjamin ISD electronic communications system and certify that the information contained on this form is correct.

\_\_\_\_\_ I do not give permission for my child to participate in the Benjamin ISD electronic communications system.

Signature of parent or guardian \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

