

## Guidelines for Safe Internet and Computer Equipment Use

Our equipment is expensive and we would like you to treat our machines with respect and accept the following guidelines for computer and equipment usage. To utilize the equipment at White Deer ISD, you must have a signed contract on file. Contracts are distributed the first day of school to all administrators, faculty and staff and students and must be returned if internet use is required. All Community members utilizing the equipment will be required to sign a contract to do so before access will be authorized.

**Teachers will assist and observe students when using the computers within the district at all times.**

**No diskettes will enter or leave the classroom.**

**Food and drinks should not be brought into the labs or near any classroom computer or equipment.**

**At no time shall students be left unattended if a computer is present.**

**Students should not be directed to the Library or any Lab or Classroom to use the Internet without the presence of a teacher.**

Utilizing Hotmail, or Yahoo email accounts, or any non-school related email account is not acceptable. Student email and use of district computers to check email is not permissible. Additionally, all downloading of any software or installation of programs must be approved by the Technology Director.

The High School Computer Lab and Elementary Tech Centers are available throughout the day for students to use to make up any outside work requiring a computer

**If you encounter any computer or printer difficulties, DO NOT try to correct the problem yourself. Follow these steps:**

1. Remove the student from the machine and move them to a working machine.
2. Leave the computer "as is" even if you think you might know how to fix the situation. (All errors need to be documented with Dell so we can get quality repairs done utilizing our warranty.)
3. Go to the telephone and call the Technology Director at ext. 203; leave a voice mail if there is no answer. You may email [Rosalea.mcanally@region16.net](mailto:Rosalea.mcanally@region16.net) to report the error.
4. If you have an emergency situation, call the Technology Directors cell phone.
5. Document the problem or situation the minute the problem occurs. Simply state, what you were doing, and anything else that would be helpful for understanding the situation; error message that displayed, etc.
6. Leave a sign {"Broken" Do not Use} on the down machine, so the next class coming in will know what is happening or so the Technology Director can easily locate the problem machine. Do not use a machine that says it is "Broken". Do not turn off the machine.

In the event that a teacher is absent, a substitute will be required to stay with the students and monitor usage of the lab. Access to the internet, or lessons requiring use of the internet **will not** be applicable in the absence of the teacher.



## **White Deer Independent School District**

### **Acceptable Computer Use Policy for Students and Faculty**

You have the opportunity to access the Internet at White Deer ISD. The Internet is an “electronic highway” which connects thousands of computers all over the world. Educational institutions, public and private corporations, and individual subscribers, use these computers. The Internet has the capability of connecting you with worldwide educational resources.

#### **Policy for Acceptable Use of Computers and Networks**

The following policy for acceptable use of computers and networks, including the Internet, shall apply to all district administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator or Technology Director.

The Internet is a network of many types of communication and information networks. It is possible that users may encounter areas of adult content or material users of parents may find objectionable. Parents are encouraged to have a discussion with their children concerning access to inappropriate materials. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. *It is the user’s responsibility to follow the rules for appropriate use.*

Access to computer resources is a privilege, not a right. Failure to comply with guidelines set out in the ISP may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. Student users should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system.

# White Deer Independent School District

## Acceptable Internet Safety Contract for Students and Faculty

### **Administrative Faculty, Staff, Students:**

I have read the White Deer ISD *Acceptable Internet Safety Policy* and understand that the Internet account is designed for educational purposes only. I also understand that even though White Deer ISD has an Internet filtering system, it is impossible for White Deer ISD to restrict access to all controversial materials. I understand that I am responsible for my own actions on the Internet. I will not hold White Deer ISD responsible for or legally liable for materials distributed to or acquired from the network.

As an employee and/or student of White Deer ISD, I agree to model appropriate computer etiquette and acceptable use of the network and proper network etiquette. Additionally, I agree to report any misuse of the information system to an administrator. I understand that misuse can come in many forms including, but not limited to, messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in the White Deer ISD *Acceptable Internet Safety Policy*.

I accept full responsibility for my actions when accessing the Internet. I hereby request the use of the Internet at WDISD for myself, for educational and instructional use while an employee/and/or student of White Deer ISD.

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Print Name

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Signature

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Date



## White Deer Independent School District

### Acceptable Internet Safety Policy for Community Members

You have the opportunity to access the Internet at White Deer ISD. The Internet is an “electronic highway” which connects thousands of computers all over the world. Educational institutions, public and private corporations, and individual subscribers, use these computers. The Internet has the capability of connecting you with worldwide educational resources.

**White Deer ISD Mission:** To promote educational excellence by facilitating resource sharing, innovation and communication through the use of the Internet. Integral to attainment of this goal is the *appropriate and safe* use of the service.

**Internet Filtering:** White Deer ISD will take all possible precautions to restrict access to undesirable materials on the Internet. Access of materials that may not be considered to be of educational value in the context of the school setting is restricted. The district utilizes the *8e6 Internet Filter* to achieve this goal. However, not all undesirable material is blocked by *filtering*. On a global network it is impossible to control all materials. An advanced net user may well be able to access controversial information. Students, teachers, and community members must accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Community members accessing WDISD network must report this material to the WDISD staff in charge. Teachers who gain knowledge of undesirable Internet materials must report this material to an administrator, which in turn will notify WDISD Technology Director. White Deer ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. To ensure that the Internet is used appropriately, each person who has access to the service will participate in a discussion about ethics and the responsible use of the Internet. Each person will also be required to sign and return this *Acceptable Internet Safety Contract*, wherein s/he agrees to utilize the Internet for educational purposes only.

### Electronic Mail:

WDISD does not issue E-mail accounts to non-staff. You may access your web-based email account, but be aware the Internet filter may not allow the following web-based accounts due to their associated chat room access, which is prohibited at WDISD:

1. Hotmail
2. Yahoo Mail

### **Please be aware of the following concerning E-mail:**

- E-mail is for educational purposes only at WDISD.
- E-mail is the number one way viruses are transmitted. Flooding the web server with non-educational E-mail is **strongly discouraged**. The following items have been known to put computers/networks at risk:
  - a. Sending or receiving frivolous or excessive messages and images.
  - b. Creating, sending or forwarding chain letters.
  - c. Forwarding or sending inappropriate material.
- The district is not responsible for users' inability to access any outside E-mail accounts.
- The district is not responsible for users' inability to receive Internet E-mail messages utilizing Region16.net, unless it is a fault of the web/email server.
- Attachments downloaded into the district system must meet the guidelines posted in the Internet Safety Policy (See Conditions and Rules for Use).

### **Conditions and Rules for Use:**

The following guidelines are intended to help you use the network appropriately. Failure to follow or use the policies listed will result in the withdrawal of the privilege of using the network.

1. At all times your actions must take into account the rights of others.
2. Respect the privacy of others.
3. Do not use bad language, do not send messages that violate the law or offend others.
4. Any use of the Internet through the school shall be for educational or research purposes.
5. Use the software you are provided; it is illegal to copy software without a proper license.
6. Do not knowingly spread computer viruses.
7. Do not use the Internet to advertise or make money.
8. NEVER give out personal information such as home address or telephone numbers. Use your school's address.
9. Do not break or misuse computer equipment and supplies.
10. Avoid congestion of the networks.
11. Avoid interference with the computer system that is part of the network.
12. Use caution when downloading from the Internet. Be very cautious of executable files sent via E-mail.
13. Independent use of "chatting" is prohibited. Chat sites and programs include, but are not limited to, AOL Instant Messenger, MSN Instant Messenger, Lycos Chat, Yahoo Chat, Ichat, ICQ, and chat rooms of any kind.
14. Never E-mail from someone else's assigned account.
15. Unauthorized access to accounts, machines or network resources (hacking) is forbidden.

## On-Line Etiquette

1. Keep questions and comments relevant to the focus of the discussion.
2. When replying to a message posted in a discussion group, check the address to ensure the reply goes to the intended location.
3. Do not reveal other people's private matters. You are communicating with a person.
4. Do not post anything you wouldn't say to your reader's face.
5. Do not use sarcasm.
6. Take pride in how you appear to others. Check your spelling and grammar; know what you are talking about and make sense.
7. When using a discussion group, never post inflammatory messages (flame bait). Don't point out errors the other party may make.
8. Don't respond to flame bait.
9. If you make a mistake, apologize.
10. Be forgiving of other people's mistakes.
11. Share your knowledge (you were new at this once, too).
12. Respect other people's privacy. Never read other people's mail or files.
13. Do not use any forms of obscene, harassing or abusive language on-line.
14. All copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

**Internet Use:** The use of Internet at WDISD is a privilege, not a right. Inappropriate use, including any violation of the aforementioned conditions and rules, may result in the cancellation of the privilege. White Deer ISD is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

**Termination/Revocation of System User Accounts:** The District may suspend or revoke a system user's access to the District's system upon violation of the District policy regarding acceptable use. Termination of a user's access will be effective on the date the administrator signs the notice of revocation of system privileges, or on a future date if so specified in the notice. A list of consequences for lack of responsibility includes:

- Loss of Internet account (temporarily or permanently)
- Criminal prosecution

**White Deer Independent School District** wants all staff, students, parents, and community members to understand the information available through the Internet, and White Deer ISD's goal for the use of the Internet. Again, school use of the Internet is intended for educational purposes only.

After you have **read** and **understand** the *Acceptable Use Policy* for access to the Internet at White Deer ISD, *please sign and return the attached Acceptable Use Contract and signature form to the campus secretary.*

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## Parent or Guardian Section

*(Please complete and return page to the school secretary.)*

**I have read the District Acceptable Internet Safety Policy.** I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized used of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Internet Safety Policy. I will emphasize to the child the importance of following the rules for personal safety.

**I give permission to issue an account for my child/Children to use the Internet and certify that information contained in this form is correct.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone: \_\_\_\_\_

**\*User Name                      Password**

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

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**\*NOTE:** User Name and Password will be assigned upon receipt of this signed agreement.

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# Employee Account Agreement

*(Please complete and return page to the campus secretary.)*

**\*User Name      Password**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Classroom/Campus: \_\_\_\_\_

I *have read* the **District Acceptable Internet Safety Policy**. I agree to follow the rules contained in this policy. I understand that if I violate the rules, I may face disciplinary action in accordance with district policy.

I hereby *release* the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

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

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**\*User name and password will be assigned after receipt of signed form.**

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# Guest Account Agreement

**\*User Name**                      **Password**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

I *have read* the District Acceptable Internet Safety Policy. I agree to follow the rules contained in the policy. I understand my account may be terminated as follows:

My account may be terminated at any time upon notice to me. In this event, I will be given the opportunity to remove my personal files; or

If my account goes unused for more that 30 days, it may be terminated and my personal files ***removed*** without notice.

*The purpose for which this account is provided:*

\_\_\_\_\_

*I agree to limit my use of my account to activities related to the above stated purpose.*

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use the District system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

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

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**\*User name and password will be assigned after receipt of signed form.**

# White Deer Independent School District

## Acceptable Internet Safety Contract for Community Members

### Community Member:

I have read the White Deer ISD *Acceptable Internet Safety Policy* and understand that the Internet account is designed for educational purposes only. I also understand that even though White Deer ISD has an Internet filtering system, it is impossible for White Deer ISD to restrict access to all controversial materials. I understand that I am responsible for my own actions on the Internet. I will not hold White Deer ISD responsible for or legally liable for materials distributed to or acquired from the network.

As a visitor of White Deer ISD, I agree to model appropriate computer etiquette and acceptable safe use of the network and proper network etiquette. Additionally, I agree to report any misuse of the information system to an administrator. I understand that misuse can come in many forms including, but not limited to, messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in the White Deer ISD *Acceptable Internet Safety Policy*.

I accept full responsibility for my actions when accessing the Internet. I hereby request the use of the Internet at WDISD for myself, for educational and instructional use while a visitor of White Deer ISD.

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Print Name

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Signature

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Date

## **Technology Diagram**

Our network began several years ago with the Panhandle Information Network grant. Utilizing Local Funds, Federal Funds and Grants including PS9 and CN3 Community Grants, our district has evolved into a technologically sound environment.

Our district utilizes fiber optics, which enter the High School and travel across the street to the Agricultural/Industrial building. From there it goes to the Elementary Campus then to the Administrative Building.

Our School receives Internet access through Region 16 and our Community Network Internet access is through AmaTech Tel.

We are successful in maintaining a High Speed (T1) Internet connection. We will continue to update our technology infrastructure yearly.