

Bridgeport ISD Electronic Communications System Policy & Administrative Regulations

COMPUTER RESOURCES (CQ)

Computer Access: Prior to the use of any computer at Bridgeport ISD, the following information must be read and agreed to in writing by appropriately marking and signing the handbook insert. Bridgeport ISD has acquired Internet access to promote education excellence in Bridgeport ISD schools by facilitating resource sharing, innovation, and communication. The Internet is a global network comprised of millions of computers and individual subscribers. With access to a global network comes the availability of material that may not be considered to be of educational value in the context of the school setting. Bridgeport ISD has taken precautions to restrict access to such materials. However, with the Internet expanding at such a fast rate, it is impossible to control all materials and access to inappropriate materials. Bridgeport ISD firmly believes the valuable information and interaction available on this global network far outweighs the possibility of users accessing materials not consistent with the educational goals of the District.

Bridgeport ISD Internet access is coordinated through a complex association of government agencies along with 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 provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If the Bridgeport ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Any evidence of illegal activities will be turned over to appropriate law enforcement agencies. The signature(s) on the handbook insert (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Personal Responsibility

As a representative of this school, the student will accept personal responsibility for reporting any misuse of the Bridgeport ISD Internet access to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. Any accidental discovery of inappropriate material must be reported to a Bridgeport ISD faculty/staff member immediately. Failure to do so will result in a loss of computer resource privileges and possible disciplinary action.

Acceptable Use

Any use of an assigned computer account must be in support of education and research and with the educational goals and objectives of Bridgeport ISD. The student is personally responsible for this provision at all times when using electronic information service. The use of other organization's networks or computing resources must comply with rules appropriate to that network. Transmission of any material in violation of any United States or other state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. With regard to copyrights, all users are required to adhere to District policy concerning Fair Use Guidelines as they relate to any form of intellectual property including but not limited to: Text, visual, audio and software materials. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is prohibited

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, staff, or faculty of Bridgeport ISD may deny, revoke, or suspend user accounts at any time. Users may appeal the loss of privileges within seven calendar days. The system administrator or designee will conduct a hearing, but the person who imposed the loss of privileges will not be the person designated to hear the appeal.

Network Etiquette and Privacy

The users are expected to abide by the generally accepted rules of network etiquette. The rules include (but are not limited to) the following:

- a. BE POLITE. Never send or encourage others to send abusive messages.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language.
- c. ILLEGAL ACTIVITIES. Illegal activities are strictly forbidden.
- d. PRIVACY. Do not reveal your home address or personal phone number or the address and phone numbers of students or colleagues.
- e. ELECTRONIC MAIL/FILE SERVER STORAGE. Electronic mail (e-mail) and items stored on individual user directories (h: drives) are not guaranteed to be private. Message and other files relating to or in support of illegal activities must be reported to authorities.
- f. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. This includes (but is not limited to) the downloading and installation of unauthorized programs to the network and computers. Users may not reconfigure or alter the function of workstation hardware or software.

Services

Bridgeport ISD makes no warranties of any kind, whether expressed or implied for the service it is providing. Bridgeport ISD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, missed-deliveries, or service interruptions caused by the system or your error of omissions. Use of any information obtained via the information is at your own risk. Bridgeport ISD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, creation or propagation of worms and any other device or means to harm the integrity of any computer network. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Internet Safety

Users must be cautious when using websites and other Internet resources. No personally identifiable information should ever be given on websites or to other users on the Internet. This information includes (but is not limited to): name, address, and phone number. The dissemination of this information may result in harm to the user by other parties. Because of the associated safety risks, Bridgeport ISD prohibits participation in or use of chat rooms, message boards, or uncensored email. Violation of this rule will result in loss of privileges to the computing resources.

Internet Filter

In an effort to block harmful websites to the users (inappropriate sites as defined above), Internet filtering devices have been put in place on the network. Users shall not disable or attempt to disable the filtering devices on the network. Attempts to disable the filter will result in loss of privileges to the computing resources.

Limited Resources

Because of the limited resources available, users must not waste District resources related to computer services. This includes (but is not limited to) Internet bandwidth (such as unapproved streaming of audio/video, downloading of large files and online gaming), printing services, computer usage, and file storage.

AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- The account is to be used only for educational and administrative purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Using someone's account.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's 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 use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Name (printed) _____

Date _____

Signature _____

Campus _____

Home Address _____

Home Phone _____