

**Lyford CISD**  
**Internet Safety and Acceptable Use Policy**  
***Acknowledgment of Rights and Responsibilities for Students***

We are pleased to announce that electronic communications are available to students and teachers on our campuses. Lyford CISD strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Lyford CISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. The Children’s Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act are the cornerstones of our Internet safety policies and curriculum for students. All users are taught appropriate online behavior.

Please read pages carefully. When accepted, it becomes an acknowledgment that you have been notified of the rights and responsibilities related to the electronic information resources use in Lyford CISD. Your acceptance is required before access can be provided.

Please be aware that Lyford CISD retains the right to withdraw account privileges at any time. Be aware that the electronic information resources that are accessed through Lyford CISD property or procedures may also be monitored. This is not a violation of an individual student’s or teacher’s right to privacy.

## **Internet Safety Policy**

### **Introduction**

It is the policy of Lyford CISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Protecting Children in the 21st Century Act.

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act (see next page).

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Lyford CISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Lyford CISD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

### **Online Safety Education**

As required by the Protecting Children in the 21st Century Act, all Lyford CISD students will receive instruction on appropriate online behavior and Internet safety. Topics to be covered include chat rooms, Online behavior, social networking websites, cyberbullying awareness, and online safety measures.

### **Adoption**

The Lyford CISD Technology Committee adopted this Internet Safety Policy at a public meeting, following normal public notice, December 12, 2011.

### **CIPA definitions of terms**

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
  2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code;
- or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

### **Rights and Responsibilities Connected to Electronic Information Resources Use**

Personal Responsibility: As a representative of this school, I accept personal responsibility for reporting any misuses of the Lyford CISD Internet accesses to the teacher/technologist/administrator in charge. Misuses 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, inappropriate language, and other issues described.

Acceptable Use: The use of this technology must be in support of education and research and with the educational goals and objectives of Lyford CISD. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization’s network or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is not acceptable.

I am aware that the inappropriate use of electronic information resources can be violation of local, state, and federal laws and that I can be prosecuted for violating those laws. If such an event should occur, Lyford CISD will fully comply with the authorities to provide any information necessary for the litigation process.

Privilege: The use of the information system is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Each person who is allowed access to Lyford CISD information system will participate in an orientation or training course with a Lyford CISD faculty member as to proper behavior and use of the network. The principal (operating under

the guidance of the school board and the district office) will decide what appropriate use is and the decision is final. The principal may deny access at any time deemed necessary for any reason or no reason at all.

Network Etiquette and Privacy: You are expected to abide by the generally accepted guidelines of network etiquette. These guidelines will be distributed before you are given access.

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

Security: Security on any computer system is a high priority because there are so many users. If you identify any security problem, notify the teacher/technologist/administrator at once. Never demonstrate the problem to other users. Never use another individual's name and/or account. All use of the system or systems must be under your own account or under the approval of the Lyford CISD teacher/technologist/administrator in charge. Any user identified as a security risk will be denied access to the information system.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data or another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, destruction, misuse, changing system configurations, the uploading/downloading or creation of computer viruses, and other mischievous acts. Any vandalism could result in the loss of computer services, disciplinary actions, and legal referral.

## **LYFORD CISD OFFICIAL CODE OF CONDUCT FOR TECHNOLOGY**

Every Lyford CISD telecommunication user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Lyford CISD students and faculty are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and the laws of the states and the United States.

Using the network or electronic information resources access is a privilege, and the privilege may be revoked at any time for any reason or for no reason.

All users should be aware that the use of electronic information resources that are accessed through Lyford CISD property or procedures might be monitored. This is not a violation of either an individual student or teacher's rights to privacy.

Lyford CISD wants all users to be aware of unacceptable conduct and responsible use for electronic information resources.

## **UNACCEPTABLE CONDUCT**

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Misusing or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources entities. This includes copying another person's files, data programs, etc.
7. Invading the privacy of individuals.
8. Using an account and /or name of another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Placing unlawful information on a system.
12. Using abusive or otherwise objectionable language in either public or private messages.
13. Sending messages that are likely to result in the loss of recipients' work or systems.
14. Sending "chain letter," or "broadcast" messages to lists or individuals, and any other types of use, which would cause congestion of the networks or otherwise interfere with others work.
15. Participating in or accessing any 'chat room' without specific permission from the teacher/technologist/administrator in charge. 'Chat rooms' and web-based email are live and uncensored therefore cannot be monitored as to the content. They are 'off-limits' for Lyford CISD users.

## **RESPONSIBLE USE OF LYFORD CISD INFORMATION TECHNOLOGY FACILITIES AND SERVICES**

### **RESPONSIBLE USE**

1. Respect the legal protection provided by copyright and license to programs and data.
2. Respect the rights of others by complying with all Lyford CISD policies regarding intellectual property.
3. Respect the rights of others by complying with all Lyford CISD policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access.
4. Respect the privacy of others by not tampering with their files, tapes, passwords, or accounts, or representing others when messaging or conferencing.
5. Use only computer ID's or accounts and communication facilities that you are duly authorized to use, and use them for the purposes for which they were intended.
6. Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, or gain unauthorized access to other facilities accessible via the network.

7. Use computing and communications facilities in a manner that is consistent with the ethical principles, set forth by the school and with accepted community standards.
8. Respect and adhere to any local, state or federal law that may govern use of these computing and communication facilities in Texas, and the United States.

Students who are given access to telecommunications are to read and sign the Acknowledgment of Rights and Responsibilities connected to the Electronic Information Resources Use in Lyford CISD. Parents or guardians of students who have read and signed the acknowledgment must also read and sign the document. When appropriate, a teacher is also to sign before the access is granted.

I understand and will abide by the provisions and conditions listed as rights, responsibilities, and official code of conduct for electronic services at Lyford CISD. I understand that any violations of the above provisions may result in disciplinary action, the revoking of electronic access, and appropriate legal action. I also agree to report any misuse of the information system or systems to the Lyford CISD teacher/technologist/administrator in charge. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, criminal or illegal activity, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in the official code of conduct. All the rules of conduct described in the campus publication entitled "Lyford CISD Official Code of Conduct for Technology" apply when I am using Lyford CISD electronic information resources and/or access. I understand that Lyford CISD retains the right to withdraw access privileges at any time for any reason or for no reason at all.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

World Wide Web Publishing: Lyford Consolidated Independent School District maintains the website [www.lyfordcisd.net](http://www.lyfordcisd.net), giving information about our school and showing many of the student activities both in and out of the classroom. In order for pictures involving your child to be included in the website, we will require your permission to include his/her picture and/or name. Please indicate your preference regarding including your child in the Lyford Consolidated Independent School District website.

\_\_\_ Yes, allow my child's name and/or picture on the website.

\_\_\_ No, **do not** allow my child's name and/or picture on the website.

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

**Lyford CISD**  
**Internet Safety and Acceptable Use Policy**  
***Acknowledgment of Rights and Responsibilities for Employees***

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Lyford CISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must avoid inappropriate and illegal interaction with the information service.

Please read this document carefully. When signed by you, it becomes an acknowledgment that you have been notified of the rights and responsibilities related to the electronic information resources use in Lyford CISD. Your signature is required before access can be provided. Please initial individual sections of this form.

Please be aware that Lyford CISD retains the right to withdraw account privileges at any time. Be aware that the electronic information resources that are accessed through Lyford CISD property or procedures may also be monitored. This is not a violation of an individual student's or teacher's right to privacy.

**Rights and Responsibilities Connected to Electronic Information Resources Use at Lyford CISD**

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Security: Security on any computer system is a high priority because there are so many users. If you identify any security problem, notify the technologist/administrator at once. Never demonstrate the problem to other users. Never use another individual's name and/or account. All use of the system or systems must be under your own account or under the approval of the Lyford CISD technologist/administrator in charge. Any user identified as a security risk will be denied access to the information system.

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### **UNACCEPTABLE CONDUCT**

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2. Using the network for financial or commercial gain.
3. Misusing or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources entities. This includes copying another person's files, data programs, etc.
7. Invading the privacy of individuals.
8. Using an account and /or name of another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Placing unlawful information on a system.
12. Using abusive or otherwise objectionable language in either public or private messages.
13. Sending messages that are likely to result in the loss of recipients' work or systems.
14. Sending "chain letter," or "broadcast" messages to lists or individuals, and any other types of use, which would cause congestion of the networks or otherwise interfere with others work.

Participating in or accessing any 'chat room' without specific permission from the administrator in charge. 'Chat rooms' are live and uncensored; therefore they cannot be monitored as to the content. They are 'off-limits' for Lyford CISD users.

## **RESPONSIBLE USE OF LYFORD CISD INFORMATION TECHNOLOGY FACILITIES AND SERVICES**

### **RESPONSIBLE USE**

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3. Respect the rights of others by complying with all Lyford CISD policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access.
4. Respect the privacy of others by not tampering with their files, tapes, passwords, or accounts, or representing others when messaging or conferencing.
5. Use only computer ID's or accounts and communication facilities, which you are duly authorized to use, and use them for the purposes for which they were intended.
6. Respect the integrity of computing systems and data for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
7. Use computing and communications facilities in a manner, which is consistent with the ethical principles, set forth by the school and with accepted community standards.
8. Respect and adhere to any local, state or federal law, which may govern use of these computing and communication facilities in Texas, and the United States.

Employees who are given access to telecommunications are to read and sign the Acknowledgment of Right and Responsibilities connected to the Electronic Information Resources Use in Lyford CISD.

## **Network Etiquette**

1. **BE POLITE**: Never send, or encourage others to send, abusive messages.
2. **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. Illegal activities of any kind are strictly forbidden.
3. **PRIVACY**: Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
4. **ELECTRONIC MAIL**: Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
5. **DISRUPTIONS**: Do not use the network in any way that would disrupt use of the network by others.
6. **OTHER CONSIDERATIONS**:
  - Do be brief. Fewer people will bother to read a long message.
  - Do minimize spelling errors. Make sure your message is easy to understand and read.
  - Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
  - Do get the most appropriate audience for your message, not the widest.
  - Do remember that humor and satire is very often misinterpreted.
  - Do remember that if you post to multiple groups, specify all groups in a single message.
  - Do cite references for any facts you present.
  - Do forgive the spelling and grammar errors of others.
  - Do keep signatures brief.
  - Do remember that all network users are human beings.
  - Do post only to groups you know.
  - Don't "attack" correspondents: persuade them with facts.

**Electronic Information Resources  
Acknowledgement of Rights and Responsibilities**

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Employee Name: \_\_\_\_\_  
*Please Print*

Campus/Dept: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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