

Letter for Parents and Guardians about Student Use of NEISD Electronic Communications System

Dear Parents and Guardians,

The North East Independent School District has established a district-wide electronic communications system to assist the educational process and administrative services. This system also allows access to the Internet. The Internet is a global network that contains databases, reference materials and resources. This global resource can extend students' educational experiences far beyond those currently available through newspapers, television and other means.

Along with the use of this resource come certain responsibilities. Although the district provides training in the use of the its telecommunications network that emphasizes the ethical use of the Internet, it is possible your child may access some material you may find objectionable. While the district will take reasonable steps to prohibit access to such material through electronic filtering and classroom management, the district cannot guarantee that it can completely prevent such access.

Please take a few minutes to speak with your child regarding the Student Acceptable Use Policy (AUP). Although district teachers and administrators will continue to stress proper behavior, your help in emphasizing the importance of the guidelines will go a long way toward making sure they are followed. Please read the Student AUP and sign the permission form to indicate your preferences for your child's interaction with the NEISD electronic communications system.

Sincerely,

Richard A. Middleton

Student Acceptable Use Policy (AUP) for the Electronic Communications System

You are being given access to the District's electronic communications system. It will be your responsibility to follow the rules for appropriate use. Any violation of the Student Acceptable Use Policy will result in consequences as prescribed by the Student Code of Conduct found in the NEISD Student-Parent Handbook.

Safety of Self and Others:

- System users will report to their teachers or district/campus administrator any message received that is inappropriate or makes them feel uncomfortable.
- System users will not reveal personal information about themselves or others, such as: phone number, address, password, or username.
- System users will follow appropriate etiquette for both the NEISD network and the Internet to include but not limited to the following:
 - Will not agree to meet with someone they met online, without parent knowledge or participation, while using NEISD equipment or during school related functions.
 - Will not use the system to harm the reputation, harass, or threaten others
 - Will use appropriate language for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language).
 - Will not transmit (send or receive) obscene pictures or messages.

Access and Uses:

- System users will use the NEISD system, primarily, for educational purposes.
- System users will not send messages under a false identity.
- System users will not access personal email accounts.
- System users will not access email of other users.
- System users will not access files and/or documents of other users without permission.
- System users will not use the Internet for financial gain or for political or commercial activity.
- System users will not use the system for purchasing products or services.
- System users will not access inappropriate content for any purposes.

Copyright Laws:

- System users will not download and/or install unauthorized software or digital media.
- System users will strictly adhere to copyright laws, including [Fair Use Guidelines](http://www.copyright.gov/fls/fl102.html) (<http://www.copyright.gov/fls/fl102.html>).
- It is the system user's responsibility to obtain and maintain, prior to use or publication, any necessary written permission granting the authority to publish any copyrighted materials, including but not limited to: photographs, images, cartoons, logos, digital sound, and music files.

Illegal Activities:

- System users will not use the system for illegal purposes or any other activity prohibited by the District.
- System users will not download and/or install illegal or illegally obtained software, or personally owned software to include but not limited to: freeware, shareware, hackware, etc. on NEISD equipment.

System Security:

- System users will not attempt to harm, vandalize, or destroy equipment or materials.
- System users will not attempt to delete or modify system data or software.
- System users bear the responsibility to ensure that all files brought into the NEISD system are virus free.
- System users bear the responsibility to immediately notify the appropriate NEISD employee of any virus or other disruptive software detected on any NEISD equipment.
- System users will not intentionally infect a computer or network with a virus.
- System users will not engage in activities that disrupt the performance of the network.
- System users will not disclose passwords.
- System users will always immediately report any known violations of the NEISD Acceptable Use Guidelines to a teacher or administrator.
- System users will not access remote systems outside the NEISD network to include but not limited to: ftp, personal websites, personal remote email accounts, etc.
- System users will not gain unauthorized access to system passwords in an attempt to obtain District resources and/or information.
- System users will not attempt to circumvent NEISD network security including but not limited to: hackware, freeware, and unauthorized shareware.

Respect for System Limitations:

- System users will not download large files from outside the NEISD network without permission from the teacher or district/campus administrator.

NEISD Electronic Communications System Student Acceptable Use Policy (AUP) Permission Form

I have read the attached NEISD Student Acceptable Use Policy for the Electronic Communications System.

PARENT or GUARDIAN:

I hereby release the NEISD, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature from my child's use of or inability to use the district system. I will instruct my child regarding the restrictions against accessing materials that violate the district Student Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to access the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for my child's work to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for photographs of my child to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for videos of my child to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for my child's first name to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for my child's first <u>and</u> last name to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If one or more of the above items have been marked NO, the district will take appropriate steps to comply with your wishes. For more information, contact your school for a copy of Regulation CQ, "Electronic Communication and Data Management.")

STUDENT:

I have reviewed the District Student Acceptable Use Policy for the Electronic Communications System. I also understand that should I violate district policy, my access to district computers may be revoked and/or school disciplinary action may be taken. I understand that this agreement will be considered valid for future years until such time as I notify the school in writing that this agreement is revoked or modified.

Student Name (print) _____ Signature _____ Date _____

Parent (Guardian) Name (print) _____ Signature _____ Date _____