

PRAIRIE VALLEY INDEPENDENT SCHOOL DISTRICT

"AN EXEMPLARY SCHOOL DISTRICT"

1998, 1999, 2000, 2001, 2002, 2006, 2007, 2008, 2009

W R Tucker, Superintendent Tim West, Principal

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Dear Parent,

Prairie Valley has installed and has on-line a new electronic communications system in the classrooms and library. This system allows for classroom to classroom communications as well as access to the world-wide-web.

Please read the enclosed policy carefully and discuss it with your child. I have enclosed a copy of:

- Electronic Communication and Data Management Policy
- Internet Acceptable Use Policy
- Student Agreement for Participation in an Electronic Communication
- Parent Letter for System Users

We will need the agreement letter signed and returned to the school for our files. If you do not agree to allow your child to have access to this system we will still need the agreement marked and returned. If the letter of agreement is not returned or you choose not to allow your child to have access to the system, they will still be given access to a computer. The computer they use will not be loaded with the internet access software and their educational program will not suffer in any way.

If you have any questions in regards to this system or would like to investigate the system for yourself, please feel free to call me here at the school.

Sincerely,

WR Tucker, Superintendent

The Superintendent or designee will oversee the Prairie Valley ISD electronic communications system.

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

Copyrighted software or data may not be placed on any system connected to the Prairie Valley ISD system without permission from the holder of the copyrighted material to the system.

SYSTEM ACCESS: Access to the Prairie Valley 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 Prairie Valley ISD system.
2. The district will require that all passwords be changed every six weeks.
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 Prairie Valley 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 dissemination and enforcing applicable district policies and acceptable use guidelines for the Prairie Valley ISD system at the campus level.
2. Ensure that all users of the Prairie Valley 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 Prairie Valley ISD system provide training emphasizing the appropriate use of 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 Prairie Valley ISD electronic information/communications systems:

ON-LINE CONDUCT

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 accordance with established retention guidelines not to exceed 30 days and/or more than five 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 no 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 Prairie Valley 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, possibly, 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/THIRD PARTY SUPPLIED INFORMATION: System users and parents of students with access to the Prairie Valley 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 Prairie Valley ISD system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

NETWORK ETIQUETTE: System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters 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 addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of network by other users is prohibited.

Violation of any of the above may result in cancellation of system use privileges.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT: The district may suspend or revoke a system user's access to the Prairie Valley ISD system upon violation of district policy and/or 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.

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 Prairie Valley 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 _____

2. STUDENT'S PARENT OR GUARDIAN

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

_____ I give permission for my child to participate in the Prairie Valley 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 Prairie Valley ISD electronic communications system.

Signature of parent or guardian _____

Home address _____

Date _____ Home Phone Number _____

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

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

AVAILABILITY OF
ACCESS

LIMITED PERSONAL
USE

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS
OF THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

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.

Access to the District's 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 allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

INTELLECTUAL
PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

DISCLAIMER OF
LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.