

**Tolleson Union High School District #214  
USE OF TECHNOLOGY RESOURCES  
IN INSTRUCTION****Appropriate Use of Electronic Information Services**

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign a Master User Agreement. The District may log the use of all systems and monitor all system utilization. Users should not expect that resources stored or accessed via the District's EIS will be private. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties, or loss, cost, expense, or other damage of any type or nature to students, parents, or third parties arising out of use of technology resources in violation of applicable law and Governing Board policy or regulations.

**Filtering and Internet Safety**

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students.

The protective measures shall also include monitoring online activities.

Limits, controls and prohibitions shall be placed on:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

The Superintendent is responsible for establishing and enforcing the District's Electronic Information Services guidelines and procedures for appropriate technology protection measures, monitoring, and use.

*Adopted:* October 26, 2004

LEGAL REF.: 20 U.S.C. 9134, The Children's Internet Protection Act  
47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the Electronic Information Services (EIS) requires that the use of resources be in accordance with the following guidelines and support the education, research, and educational goals of the Tolleson Union High School District (TUHSD). Filtering, monitoring and access controls will be established to:

- Limit access to inappropriate material.
- Monitor for unauthorized access, including so called "hacking", and other unlawful activities.
- Restrict access to materials harmful to minors.

**Content Filtering** A content filtering program or similar technology shall be used on all networked computers capable of TUHSD authorized Internet access. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a TUHSD adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

**Monitoring** As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the TUHSD EIS may be monitored periodically or randomly through in-use monitoring or review of usage logs.

**Access Control** Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an EIS Master User Agreement. The Superintendent may give authorization to other persons to use the EIS.

### *Acceptable use:*

Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of TUHSD.
- Agree not to submit, publish, display, retrieve, or distribute any defamatory, inaccurate, abusive, pornographic, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor use the EIS to violate any applicable local, state, national or international law either intentionally or unintentionally.
- Immediately inform their instructor/supervisor if inappropriate material is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.

## REGULATION

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- Not reveal home addresses, personal phone numbers, personal e-mail addresses, or personally identifiable data unless authorized to do so by designated TUHSD authorities.
- Understand that any electronic communication is not private and may be read and monitored by authorized TUHSD employees.
- Not use the EIS in any way that would disrupt the use of the EIS for others.
- Not use the EIS in any way that would create vulnerability to accidental erasure and/or tampering.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Be responsible for the appropriate storage of their data.
- Use of EIS for information collecting purposes (online surveys, e-mail, et cetera) must follow existing TUHSD policies and have appropriate administrative approval.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students and up to and including termination for employees.

In addition, acceptable use for TUHSD employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to supervise activity of authorized guest use of the EIS.
- Take responsibility for assigned personal and TUHSD accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and TUHSD accounts and files by unauthorized persons.

***Unacceptable uses:***

- Users may not connect to or install in the EIS any computer hardware, hardware components, or software which is not the property of TUHSD.
- Users shall not post information that could cause damage or pose a danger or disruption to the operations of the EIS or TUHSD.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
  - Users will not download or use the EIS to store games, files, documents, music, or software for purposes that are not consistent with the educational goals and objectives of TUHSD.

- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), optical (CD), or any other form.
- Users will not use the EIS to display a name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal e-mail unless authorized to do so by designated school/TUHSD authorities.
- Users shall not plagiarize works that are found on the Internet or any other resource.
- Users will not harass, insult, attack others or use obscene language in electronic communications.
- Users will not send or post anonymous messages.
- Users may not use web-based e-mail, messaging, video conferencing, or chat services unless authorized to do so by TUHSD Technology Services.
- Users will not participate in activities that are deemed by TUHSD Technology Services to cause unreasonable demand on network capacity or degraded or disruption of EIS operation.
- Users will not aid or allow any unauthorized person to use TUHSD computers or network equipment.
- Users will not use or attempt to use another user's account.
- Users will not break into accounts or bypass security measures in any way.
- Users will not send e-mail to or through the EIS that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing. Similarly, users will not send e-mail that is relayed through a third party's mail server without the permission of that third party, or use similar technologies to hide or obscure the source of the e-mail.
- Users will not use the EIS to make fraudulent offers to sell or buy products, items, or services or to advance any type of pyramid scheme or chain letter.
- Users will not use the EIS to send e-mail to users for any purpose that is not consistent with the educational goals and objectives of TUHSD. This includes, but is not limited to, transmitting unsolicited commercial or bulk e-mail, and advertising or offering to sell goods or services to others.
- Reselling Internet service of TUHSD is strictly prohibited.

***Consequences for District Employee Misuse/Abuse of the EIS:***

- Any employee violating these provisions, applicable state and federal laws or District rules, is subject to loss of network privileges and any other District disciplinary options, up to and including termination and criminal or civil prosecution.

- School and District administrators will make the final determination as to what constitutes unacceptable use.

***Consequences for Student Misuse/Abuse of the EIS:***

- Students must understand that the EIS is an important resource, but it must be controlled by the teacher/adult supervisor.
- Any use considered inappropriate by the teacher/adult supervisor may result in cancellation of EIS privileges and/or a discipline referral. There will be no warnings for inappropriate use. The EIS suspension and referral will take effect immediately, and possible criminal or civil prosecution may follow.
- School and District administrators will make the final determination as to what constitutes unacceptable use.

Each user will be required to sign an EIS Master User Agreement. A user who violates the provisions of the agreement may be denied access to the EIS and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the EIS Master User Agreement shall be discussed with each potential user of the EIS. When the signed agreement is returned, the user may be permitted use of the District's EIS resources.

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

### MASTER USER AGREEMENT SIGNATURE PAGE (Student/Parent)

Please read this document carefully. When signed it becomes a binding agreement.

This master agreement is an acknowledgement from you that you have thoroughly read and understand *all* of the Tolleson Union High School District's regulations regarding usage of District technology resources.

#### **Student:**

I have read the Tolleson Union High School District policy and regulations regarding appropriate use of Tolleson Union High School District properties incorporated herein by reference. I understand and will abide by the conditions indicated. I understand this access is for educational purposes and should be devoted to classroom assignments. Any infraction may cancel my user privileges and result in further disciplinary action from the appropriate authority, which may include removal from the classroom.

Student Name (printed): \_\_\_\_\_

Student Name (signed): \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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

#### **Parent/Guardian:**

As the parent/guardian of \_\_\_\_\_ (student), I have read and understand the aforesaid policy and regulations for the use of the computer systems of the Tolleson Union High School District and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to the classroom projects/activities assigned by the teacher. I also understand that District staff personnel may not be held responsible for intentional infractions by my son/daughter.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Name (signed): \_\_\_\_\_ Date: \_\_\_\_\_