



Acceptable Use Policy

Lockhart ISD Technology

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Lockhart ISD Acceptable Use Policy

Table of Contents

Chapter	Chapter / Section Title	Page
1	Overview	
	Purpose	1
	Educational Uses and Advantages	1
	Governances	1
	Privilege.....	1
	Parental Notification and Rights	2
	Disclaimer	2
2	Information System User Code of Conduct	
	Basic Guidelines for Acceptable Use.....	3
	Individual User Responsibilities	3
	Vandalism Prohibited.....	7
	Forgery Prohibited.....	7
	Information Content/3 rd Party Suppliers	7
	Copyright and Plagiarism.....	7
	Search and Seizure	8
	Violations of Acceptable Use.....	9
3	Educator Guidelines	
	General Guidelines for Educators	10
	Selection of Internet Material.....	11
	Publishing.....	11
	Teacher Technology Competencies	11
4	Electronic Mail Guidelines	
	E-mail Service	12
	E-mail Privacy	12
	Open Records Laws	12
	E-mail Guidelines.....	12
	E-mail Etiquette.....	13
	E-mail Standards	13
5	Specifications for the District Website	
	Purpose	14
	Web Page Safety	14
	School or Class Web Pages	14
	Personal Web Pages	14
	Content Specifications.....	15
	Unacceptable Content for Web Pages	15
	Web Page Copyright	15
	Technical Specifications for Web Pages	16
6	Student & Parent Acknowledgement of AUP	17
7	Staff Acknowledgement of AUP	18

Chapter 1

Overview

General Information

Purpose

Lockhart Independent School District has established an Internet connection for use by students, teachers, and administrators. The purpose of the District system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase District intra-communication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

Educational Uses and Advantages

The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities consistent with the mission and goals of the District.

The purpose of this Internet access is to promote our educational programs and goals in the following ways:

1. Students and faculty can use the Internet and World Wide Web for research, electronic curriculum and assessments.
 2. Students can be prepared to use the Internet and electronic media more effectively in college and the work place.
 3. Students can take virtual "field trips" to international Internet sites.
 4. The school can establish a presence on the World Wide Web.
 5. Schools can access current and archived information from a variety of institutions and participate in global collaborative projects with other schools.
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Governances

The Lockhart ISD Acceptable Use Policy is in compliance with all state and federal telecommunications rules and regulations.

Privilege

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. Non-compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Continued

General Information, Continued

Parental Notification and Rights

The District will notify the parents about the District network and the policies governing its use. Parents may request alternate activities for their child(ren) that do not require Internet access. Such requests must be in writing to the campus administrator.

Parents have the right at any time to investigate the contents of their child(ren)'s network files and any electronic communication files.

Parents have the right to request the termination of their child(ren)'s individual account or access at any time by contacting the campus administrator during school hours.

Disclaimer

The Internet and the World Wide Web are made up of millions of computers and users. Much of the material available may not be considered educationally valuable or appropriate in a school setting. Some of the material may be controversial, and would be considered unacceptable by many in the school community.

- * Not all of the users on the Internet and the World Wide Web have the best interests of the children at heart, which means that strict security, vigilance, and close supervision must be imposed by the administration of Lockhart ISD. While Lockhart ISD will utilize "Firewall" software to limit access to unacceptable material and unfriendly users, it must be recognized that there is no impervious security. This document provides some guidelines for security, safety, and etiquette on the Internet, and explains how schools will promote acceptable use and the consequences of unacceptable use.
 - * Users must recognize that the school has limited computer resources that are shared by many students and teachers. Additionally, the communications links available provide limited bandwidth, which means that large numbers of concurrent users may affect the speed of response times for all users. District Computers are available for Internet access only during limited periods during the school day under close supervision by LISD faculty.
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Chapter 2

Information System User Code of Conduct

User Responsibilities

Basic Guideline for Acceptable Use

The use of an account must be in support of education and research that is consistent with the policies and educational goals of Lockhart ISD. Use of an account for frivolous purposes such as playing computer games will be deemed a violation of guidelines.

Some examples of acceptable use include:

- * searching for current research, visiting virtual sites such as art museums and art galleries,
- * using an on-line tutorial,
- * sending Email that conforms to these guidelines,
- * gathering career data or company profiles,
- * searching for books or publications in the Library of Congress,
- * checking weather data,
- * enhancing the school's Website,
- * downloading or uploading files to be used to further the academic goals of school programs.

These uses are most acceptable when used to directly support the educational programs of the school.

Individual User Responsibilities (Students & Staff)

Internet access is coordinated through a complex association of government agencies, state and regional networks, and commercial providers. The operation of the Internet relies upon the proper conduct of users, who must adhere to strict guidelines. If a District user violates any of these guidelines, that account will be terminated and future access may be denied.

Continued

User Responsibilities, Continued

Individual User Responsibilities (continued) The following rules will apply to all users of the District's electronic information and communications systems.

Rule #	Rule
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 or guidelines. Specifically, as required by the Children's Internet Protection Act, inappropriate usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities, and (b) unauthorized disclosure, use, and dissemination of personal information regarding minors.
3	System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4	Communications may not be encrypted so as to avoid security review by system administrators.
5	System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
6	Except as provided under "Web Pages," students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
7	Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
8	System users must purge electronic mail in accordance with established retention guidelines.
9	System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
10	System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected data sources.
11	System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Continued

User Responsibilities, Continued

Individual User Responsibilities (continued) The following rules will apply to all users of the District's electronic information and communications systems.

Rule #	Rule
12	<p>Inappropriate Language</p> <ul style="list-style-type: none"> * Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. * Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, ethnic or racial slurs, or disrespectful language. * Users will not post information that, if acted upon, could cause damage or a danger of disruption. * Users will not engage in personal attacks, including prejudicial or discriminatory attacks. * Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop. * Users will not knowingly or recklessly post false or defamatory information about a person or organization.
13	<p>System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.</p>
14	<p>Inappropriate Access to Material</p> <ul style="list-style-type: none"> * Users will not use the District system to access or transmit material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by the teacher. Employees may access the above material only in the context of appropriate research. * If a user inadvertently accesses such information, they should discontinue the access and immediately notify the supervising teacher, lab aide, or campus technology coordinator. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.
15	<p>System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.</p>
16	<p>Users shall not use District equipment or systems for personal monetary gain or commercial purposes, defined as offering or providing goods or services (including, but not limited to, advertising personal items for sale, garage sales, home sales parties, etc). Purchasing goods or services for personal use is inappropriate. District acquisition policies will be followed for District purchase of goods or services through the District system. Users are not to incur any expenses to the District through the system (including long distance charges) without prior approval from the Technology Mentor.</p>

Continued

User Responsibilities, Continued

Individual User Responsibilities (continued) The following rules will apply to all users of the District's electronic information and communications systems.

Rule #	Rule
17	System users may not gain unauthorized access to resources or information.
18	<p>Illegal Activities</p> <ul style="list-style-type: none"> * Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing". Pretending to be someone else when sending/receiving messages is unacceptable. * Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. Using the equipment in such a way that would disrupt the use of the equipment by other users is prohibited. * Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
19	Users may not use the system for political lobbying, as defined by state statute. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
20	In the case of any doubt about the acceptability of any specific use or operation of the system or equipment, contact your teacher, supervisor or campus technology coordinator for clarification.
21	<p>System Security</p> <ul style="list-style-type: none"> * Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Users should not provide passwords to another person. * Users will immediately notify their technology coordinator or campus supervisor if they have identified a possible security problem. Users will not go looking for security problems, as this may be construed as an illegal attempt to gain access. * Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.
22	<p>Plagiarism and Copyright Infringement</p> <ul style="list-style-type: none"> * Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. * Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Continued

User Responsibilities, Continued

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above may result in the cancellation of system use privileges and may require restitution for costs associated with system restoration, hardware, or software costs, as well as other appropriate consequences.

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, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

Information Content / Third-Party Supplied Information

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, 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 suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Copyright and Plagiarism

1. District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, users should make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers should instruct students to respect copyright, to request permission when appropriate, and use appropriate citation practices following Fair Use Guidelines.
 2. District policies on plagiarism will govern use of material accessed through the District system.
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Continued

User Responsibilities, Continued

Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on the District system. 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.
 2. Routine maintenance and monitoring of the system or files may lead to discovery that the user has violated or is violating the District Acceptable Use Policy, the Student Code of Conduct, or the law.
 3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Student Code of Conduct. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
 4. District employees should be aware that their personal files may be discoverable under state public records laws.
 5. Student-owned media are subject to interrogation and search as delineated in the Student Code of Conduct.
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Violations of Acceptable Use

Unacceptable Use

Unacceptable use of the District electronic communication system will be cause to terminate the user's access and possibly deny future access. Unacceptable use is determined by school faculty, District administration, or the Campus Technology Mentor.

Examples of unacceptable use include:

- * using abusive, vulgar, or obscene language
- * visiting sites that contain pornographic, exploitative, or racially offensive images or text
- * participating in the "alternate sex" newsgroups
- * damaging or modifying files that are the property of others without their permission
- * making illegal copies of copyrighted materials
- * using the Internet for personal gain by advertising goods or services for sale or barter
- * hampering or interfering with the ability of others to use their computers or Internet access
- * and downloading or uploading files that do not further the academic goals of school programs

If any person suspects that a Web link may lead to pages containing unacceptable information, that person is responsible for avoiding the location. If anyone does accidentally discover something unacceptable or inappropriate, that person is responsible for notifying the faculty supervisor or Internet coordinator. Any question about the acceptability of a proposed Internet use should be directed to a teacher, administrator, or the Technology Mentor.

Consequences

Violations of acceptable use guidelines will result in suspension of the user's Internet access on LISD computers. Where warranted, disciplinary actions may be imposed in accordance with codes in effect at the campus or within the District. Some violations, such as vandalism, may be covered by State or Federal laws, in which case civil or criminal prosecution could result.

Chapter 3

Guidelines for Educators

Educator Responsibilities

General Guidelines for Educators

As with all other school policies and guidelines, all staff share the responsibility of monitoring and guiding students in the appropriate use of technology, giving special attention to monitoring Internet site content. Failure to follow these guidelines may result in suspension or termination of privileges and other disciplinary action consistent with District policies and the Student Code of Conduct and District Policy. Violations of law may result in criminal prosecution as well as disciplinary action by the District.
The following table lists General Guidelines for Educators in Lockhart ISD.

Rule #	Rule
1	Teachers will review the Acceptable Use Policy with their students at the beginning of every semester before Internet Access is allowed.
2	A school staff/faculty member must be in the room while students access the Internet.
3	No student computer access authorized with a substitute teacher. Principal may approve special circumstances.
4	Elementary teachers will assign students to specific computers in the classroom, and assign seats in computer labs.
5	Secondary students will log computer time for each computer used. (Seating charts are strongly recommended in computer labs.)
6	Teachers and staff are expected to actively monitor student computer usage.
7	Teachers are expected to check individual classroom computer history periodically and check computer hardware components daily.
8	If a user wants to use personal equipment or software on school equipment, s/he must first secure a written letter of approval from the campus technology mentor, following District procedures.
9	User-owned media are subject to interrogation and search as delineated in the Student Code of Conduct.
10	Users must not provide passwords to others. Students should not be allowed access to staff member's e-mail or attendance/Gradebook system. Substitutes should not use staff e-mail accounts or staff computers unless authorized by the principal or campus technology mentor.
11	Notify the Technology Department if you identify a possible security problem.
12	The Campus Technology Mentors are authorized to monitor or examine all system activities..
13	Users may not use the system for political lobbying but District employees may use the system to communicate with their elected representatives and to express their opinion on political issues.
14	In all written communications, users must maintain a high standard of professionalism and should at all times reflect accuracy, sensitivity, and appropriateness, consistent with the mission and goals of the District.

Continued

Educator Responsibilities, Continued

Selection of Internet Materials

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

- * Teachers will preview the materials and sites they require or recommend students' access to determine the appropriateness of the material contained on or accessed through the site.
 - * Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
 - * Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
-

Publishing

In the United States, no copyright notice is required to claim copyright. International copyright laws vary, and may require the user to include a copyright statement which includes the author's name, the date, the copyright symbol ©, the word "Copyright", and the phrase "All Rights Reserved." Persons publishing their original works on the World Wide Web are permitted to include such a statement.

Teacher Technology Competencies

State Board for Educator Certification Standards for All Teachers:

- * **Standard I.** All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.
 - * **Standard II.** All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.
 - * **Standard III.** All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.
 - * **Standard IV.** All teachers communicate information in different formats and for diverse audiences.
 - * **Standard V.** All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.
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Chapter 4 Electronic Mail Guidelines

E-mail User Responsibilities

E-mail Service Electronic mail is a service provided to employees of the District to assist them in the performance of their duties. Communication that is job-related fulfills this purpose and constitutes proper use. Many District employees regard e-mail as an alternative to a local phone call, and therefore assume that innocuous personal use is acceptable. However, e-mail, like other communications equipment, is provided to assist employee performing business-related functions. District employees bear the responsibility and liability that arises from the use of District e-mail systems for personal reasons.

E-mail Privacy 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.

Open Records Law The District requires that all employees comply with the state of Texas public records law and the state retention schedule for public records, including electronic mail. Information about Open Records can be found at:
<http://www.oag.state.tx.us/opinopen/opengovt.shtml>

E-mail Guidelines The guidelines for using e-mail on LISD computers are listed below.

Rule #	Rule
1	Unauthorized use of a USERID to send, receive, or read electronic mail is improper.
2	Use of District e-mail facilities should not be extended to non-district employees without proper authorization by an appropriate representative of the district.
3	Unauthorized alteration or deletion of e-mail is inappropriate.
4	District e-mail facilities may not be used for any of the following purposes: <ul style="list-style-type: none"> * Sending chain letters; * Sending copies of documents in violation of copyright laws; * Forwarding e-mail messages without a legitimate District business purpose and/or forwarding messages under circumstances likely to lead to the embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination; * Sending messages that have restricted access due to federal, state, or District regulations; or * Sending or soliciting messages that are obscene or harassing, or that are sent to promote a religious, political or other personal position not associated with duties as an employee of District.

Continued

E-mail (Continued)

E-mail Guidelines (continued)

The guidelines for using e-mail on LISD computers are continued below.

Rule #	Rule
5	If a student, an employee, or the administration is unwilling to see the message on the evening news or in the newspapers, it should not be sent.
6	District e-mail may not be used for personal financial gain.

E-mail Etiquette The use of electronic mail works best when each user is considerate of others on the network. The following guidelines are provided to make users aware of what is called good "Netiquette."

- * Check e-mail at least daily, preferably more frequently.
 - * Remain within your allocated disk quota.
 - * Keep messages remaining in your mailbox to a minimum.
 - * Periodically download stored messages to disk to relieve storage space.
 - * Be concise and descriptive of the message content on the "subject" line.
-

E-mail Standards

The following standards apply to messages:

- * Keep paragraphs and messages short and to the point.
 - * Focus on one subject per message.
 - * Be professional and careful about what you say about others.
 - * Cite all quotations, references, and sources.
 - * Limit line length and avoid control characters.
 - * Observe organizational relationships when corresponding with superiors. Do not send a complaint directly to the top just because it can be done.
 - * Include signature footer at the bottom with name, affiliation, and e-mail address.
 - * Use sarcasm and humor with care. Without face-to-face communication, a joke may be viewed as a criticism if the sender is not well known to the recipient.
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SPECIFICATIONS FOR LOCKHART ISD DISTRICT WEB SITE

<http://www.lockhartisd.org>

District Website

Purpose The District will maintain a District Web site for the purpose of informing and communicating with employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The Technology Mentors and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the District. No commercial advertising will be permitted on a Web site controlled by the District

Web Page Safety The following guidelines will be used on all LISD web pages.

- * First Names Only and photos of students or groups of students may, with written parent/guardian permission, be placed on the district's public web pages.
- * Staff sponsors of web pages will be responsible for ensuring that student identification safety procedures are followed.
- * Student work may be placed on web pages with written parent/guardian permission.

School or Class Web Pages School and class web pages will follow these guidelines.

- * Schools or classes may publish web pages to the District's site that present information about the school or class activities, subject to approval from the campus Technology Mentor or District Webmaster.
- * The campus Technology Mentor is responsible for managing the campus's Web site.
- * Teachers will be responsible for compliance with District rules in maintaining their class Web pages. This includes sites created using third-party systems such as TeacherWeb.

Personal Web Pages District employees, students, Trustees, and members of the public will not be permitted to publish personal web pages using District resources.

Continued

District Website, Continued

Content Specifications for Web Pages

Each page must contain the following items.

- * The author's name (first name only for student authors)
- * A title that appropriately describes the contents of the page.
- * Staff pages must include their school e-mail address and/or phone number.
- * A 'last modified' date (Ex: Updated 5/3/05)
- * Well edited text with correct spelling and grammar.
- * Factually correct information
- * References and properly cited sources for research documents.
- * All pages should contain a hyperlink index throughout the document to facilitate navigation.
- * Use standard font types and sizes. A viewer will see only the fonts installed in the computer they are using.

Note: All pages must have navigation – no orphan or dead-end pages.

Unacceptable Content for Web Pages

Web pages on the district site may not contain any of the following items.

- * Inappropriate material or links to inappropriate material.
 - * Links to resources that do not exist. (Check links often)
 - * Last name (or last initial) of students..
 - * Photographs of students without signed parent permission.
 - * Any graphic or text that violates copyright or privacy laws, and/or district policy.
-

Web Page Copyright

Students and faculty will frequently publish Web pages for others to peruse. These pages may provide educational links, but they often promote the District, the school, and school activities. The school will do its best not to publish the full name of the author without permission, due to the possible dangers that international publicity could bring. Student's works will not be published without their permission.

If the user does NOT want to claim copyright for a work published on the Web, the user must include a statement that allows copying and specifies the conditions for such permission.

Technical Specifications for Web Pages

Purpose These specifications take into consideration that the authors, publishers, and the people that view the pages may be working on different computer/server platforms. The specifications help insure that there are no problems with differing platforms during the publishing process.

File Names and Structure The guidelines for file names and structure are listed below.

- * Page file names should end with an '.html' extension.
- * File names should be 8 characters or less, no spaces, all lower case, and unique and descriptive. Ex: 'benner.html', 'header.gif' or 'garden.jpg'.
- * Directory home pages should be named 'index.html' (Ex: .../fc/index.html)
- * Page length should be limited to approximately 11.5 inches, or 'one scroll'.

Graphics The guidelines for graphics are listed below.

- * All photos and graphics (including bars, buttons and backgrounds) must have text alternatives.
- * Photos and graphics should be a maximum of 2x3 inches or 70 KB.
- * If larger images are used, a 'thumbnail' should be used as well.

Publishing Web Pages Completed web pages and graphics should be placed in a separate directory (folder) on the network server (if available). Send an e-mail to the Technology Mentor providing the file location, asking them to place the pages on the web server. If no network service is available, the pages and graphics should be copied to a CD and given to the Technology Mentor.

Student User Agreement

I have read and I understand the Lockhart ISD Acceptable Use Policy. I agree to obey it in full. I know that if I choose not to obey any part of this Policy, I will lose my rights and privileges to use the Lockhart ISD network as outlined above. I know that Lockhart ISD can monitor, log, and record my Internet use. I also understand that if I do anything illegal using the school network or Internet, the school may contact legal authorities.

(Check one box, print your name, and sign your name)

I have explained this policy to my parent or guardian, who has signed below.

I am over the age of 18, and I sign as an adult. - Date of Birth _____

DATE: _____

STUDENT NAME: _____

STUDENT SIGNATURE: _____

CAMPUS: _____ GRADE: _____

Parent or Guardian Agreement

I am the parent or guardian of _____.

I have read the Lockhart ISD Acceptable Use Policy and discussed it with my child. I give permission for LISD to give my child an account to use the Internet. I understand my child's privileges and responsibilities in using the Internet at school.

I understand that LISD allows students to use the Internet for schoolwork. I know that it is possible that my child may find information on the Internet that is not appropriate even though the school does try to block those materials. I will not hold the school responsible if my child disobeys this policy.

(PARENT/GUARDIAN NAME - printed)

(PARENT/GUARDIAN SIGNATURE)

(Date)

Staff User Agreement

I have read and I understand the Lockhart ISD Acceptable Use Policy. I agree to obey it in full. I know that if I choose not to obey any part of this Policy, penalties may be applied according to District Policy. I know that misuse can be documented in my staff evaluation.

As a LISD staff member, I understand that I have responsibilities to model proper Internet use and supervise student Internet use in all settings. I will instruct students on acceptable use of the Internet and proper network etiquette. I understand my responsibilities to design lessons or other student activities if I am using the Internet. I know that I am not to use the Internet for personal use during student contact time. I will attend Technology staff training as needed.

I know that Lockhart ISD can monitor my Internet use. I also understand that if I do anything illegal using the school network or Internet, the school may contact legal authorities.

STAFF NAME: _____

STAFF SIGNATURE: _____

DATE: _____ LOCATION: _____