These are guidelines to follow to prevent the loss of network privileges at school.

Net Etiquette

Electronic Communication and Data Management Regulation

Consent Requirements (Regulation)
Filtering (Regulation)
Request to disable filter (Regulation)

Access to the District’s Electronic Communications System will be governed as follows.

System Access

The Director of Technology for the District’s Electronic Communications System (or Campus Designee) will:

Director of Technology Responsibilities
Individual User Responsibilities
Online Conduct
Vandalism Prohibited
Forgery Prohibited
Information Content/Third-Party Supplied Information
Participation in Chat Rooms and NewsGroups
System Users Are Expected to Observe the Following Network Etiquette

Network Etiquette

Termination/Revocation of System User Account

Disclaimer

Copyright Compliance

Complaints Regarding Copyright Compliance

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provision of law cited at CQ (Legal)

Transfer of Equipment to Students
ELECTRONIC COMMUNICATIONS AND DATA MANAGEMENT (EXHIBIT).............................. 14

EXHIBIT A: LETTER FOR PARENTS OF SYSTEM USER .............................................. 15
EXHIBIT B: STUDENT AGREEMENT ................................................................... 16
EXHIBIT C: EMPLOYEE AGREEMENT .................................................................. 18
EXHIBIT D: NON-SCHOOL USER AGREEMENT .................................................... 20
EXHIBIT E: STUDENT RELEASE FORM (WORK, PERSONAL INFORMATION)........ 22

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT LOCAL ...................... 23

AVAILABILITY OF ACCESS (LOCAL) ................................................................... 23
ACCEPTABLE USE (LOCAL) .............................................................................. 23
INTERNET SAFETY (LOCAL) ............................................................................ 24
FILTERING (LOCAL) ...................................................................................... 24
MONITORED USE (LOCAL) ............................................................................ 24
INTELLECTUAL PROPERTY RIGHTS (LOCAL) ....................................................... 25
DISCLAIMER OF LIABILITY (LOCAL) ................................................................. 25
INTRODUCTION TO INTERNET DRIVER’S LICENSE (IDL)

Since 1998 the State of Texas has required the technology TEKS to be applied to the classroom through the use of software, hardware and the Internet. It has been an exciting challenge for educators, students and families alike to integrate technology within our daily lives. While everyone has taken up the challenge with a variety of methods, the purpose for students to have access to technology is to become informed citizens who can evaluate and determine reliable and valid information for meeting their personal and academic goals. Becoming familiar with the various forms of technology instills confidence, creativity, independent thinking and learning.

Over the past few years, BSISD students have taken advantage of the availability of computers in our classrooms and school libraries as well as various courses to assist them as they have become proficient users. It is not the norm in our district for students to engage in inappropriate usage of the computers, software, and the Internet.

- It is important that as a district, BSISD students receive instruction regarding the safe, appropriate and legal use of technology and the responsibilities associated with access and availability of the Internet.

- It is also important to stress to parents and district personnel that all adults have the responsibility of supervising students as they complete assignments requiring access to the Internet, whether it be to access the district’s school libraries’ card catalogs or search through reliable websites.

- By completing the BSISD Internet Driver’s License, both educators and students will understand not only the use of the Internet but also the concept of using the Internet safely and wisely. Mastering this curriculum is a requirement for all students, and its development is based on No Child Left Behind, Children’s Information Protection Act, State of Texas Technology TEKS, and BSISD Acceptable Use Policy. The curriculum, available as an instructional resource guide, includes lesson plans, handouts, activities and tests. The five units of study to master are 1) the Internet, 2) Acceptable Use Policy, 3) Searching the Web, 4) Copyright and Citing Sources, and 5) Internet Safety.

The curriculum has been designed at five levels.
Elementary

Grades K - 3 contain the elementary curriculum.
Grades 4 & 5 contain intermediate curriculum.

Level Zero: Grade K - 1 students will complete lessons 1 - 5. Students will take tests 1 - 5 and are required to achieve an 80% accuracy level each time. Any of the tests not passed with 80% accuracy, must be retaught and retested until 80% accuracy is attained.

Level One: Grade 2 - 3 students will complete lessons 1 - 5. Students will take tests 1 - 5 and are required to achieve an 80% accuracy level each time. Any of the tests not passed with 80% accuracy, must be retaught and retested until 80% accuracy is attained.

Level 2: Grades 4 - 5 contain the intermediate curriculum; students will complete lessons 1 - 5. Students will take tests 1 - 5 and are required to achieve an 80% accuracy level each time. Any of the tests not passed with 80% accuracy, must be retaught and retested until 80% accuracy is attained.

Junior High School

Level 3: Grades 6 - 8 contain the junior high curriculum. Junior High students may take any or all of the five tests before being required to complete the lessons. For each test passed with 80% accuracy, that corresponding lesson will not have to be completed. Any of the tests not passed with 80% accuracy, that corresponding lesson must be completed and retested until 80% accuracy is attained.

High School

Level 4: Grades 9 - 12 contain the high school curriculum. High School students may take any or all of the five tests before being required to complete the lessons. For each test passed with 80% accuracy, that corresponding lesson will not have to be completed. Any of the tests not passed with 80% accuracy, that corresponding lesson must be completed and retested until 80% accuracy is attained.
The purpose of the Internet Driver’s License Curriculum:

Access the technology allows students to become informed citizens who can evaluate and determine reliable and valid information for meeting their personal and academic goals. By becoming familiar with the various forms of technology today’s child will be inspired with confidence to be creative, an independent thinker and learner.

Responsible Use of Technology:

It is important that as a district, BSISD students should receive instruction regarding the safe, appropriate and legal use of technology and the responsibilities associated with access and availability of the Internet. It is also important to stress to parents and district personnel that all adults have the responsibility of supervising students as they complete assignments requiring access to the internet, whether it be to access the district’s school library online catalogs or search through reliable websites.

Technology Expectations of BSISD Students:

Mastering this curriculum is a requirement for all students, kindergarten through twelfth grades, and its development is based on No Child Left Behind, Children’s Information Protection Act, and State Of Texas Technology TEKS. and BSISD Acceptable Use Policies.

### Five Components of Internet Driver’s License

<table>
<thead>
<tr>
<th>The Internet</th>
<th>Vocabulary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Use Policy</td>
<td>Understanding appropriate uses and consequences of misuse.</td>
</tr>
<tr>
<td>Searching the Web</td>
<td>Evaluating and understanding web &quot;surfing&quot;.</td>
</tr>
<tr>
<td>Copyright &amp; Citing Sources</td>
<td>Understanding the principles of copyright and purposes of citing sources.</td>
</tr>
<tr>
<td>Internet Safety</td>
<td>Understanding safe use of the Internet.</td>
</tr>
</tbody>
</table>

The curriculum, available as an instructional resource guide, includes lesson plans, handouts, activities and tests. The five units of study to master are noted below. The curriculum has been designed at five levels: Two elementary levels, one intermediate, one junior high level and one high school level. Each learning opportunity allows a greater understanding of the five major topics.
Internet Driver’s License (IDL)

There are five levels of IDL testing.

Levels start at: Level Zero (K & 1), Level One (2 & 3), Level Two (4 & 5), Level Three (6 – 8), and Level Four (9 – 12).

Each level has been specifically designed to meet student needs.

All students will be tested in five different content areas, according to their appropriate level.

Testing content at each level will consist of:

The Internet
Acceptable Use Policy
Searching the Web
Copyright & Citing Sources
Internet Safety

Developed and written by Technology Department of the Big Spring Independent School District
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INTERNET SAFETY AND ACCEPTABLE USE POLICY

Big Spring Independent Schools is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing. Each user will have read and agreed to the Electronic Communication and Data Management Regulation and Local Policy (CQ).

WHAT IS POSSIBLE?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the schools are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The system administrator will deem what is appropriate use and their decision is final. Also, the system administrator may close an account at any time as required. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.
WHAT ARE THE RULES

Privacy

Network storage areas may be treated like school lockers. The Superintendents’ designee may review communications to maintain system integrity to insure that all students are using the system responsibly.

Storage Capacity

Users are expected to remain within allocated disk space and delete other material that may take up excessive storage space. Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Superintendents’ designee. Nor should students plagiarize work or intrude into other people's files.

Inappropriate Materials or Language

No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.
THESE ARE GUIDELINES TO FOLLOW TO PREVENT THE LOSS OF NETWORK PRIVILEGES AT SCHOOL

NET ETIQUETTE

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws or plagiarize.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
THE SUPERINTENDENT OR DESIGNEE WILL OVERSEE THE DISTRICT’S ELECTRONIC COMMUNICATIONS SYSTEM.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District’s system will emphasize the ethical and safe use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District’s system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may save copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District’s control unless the District has received written consent from the student (and the student’s parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District’s control unless the District has received written consent from the student’s parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

FILTERING

The Superintendent will appoint a committee, to be chaired by the Director of Technology, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); terroristic activities; and on-line gambling.
REQUEST TO DISABLE FILTER

The campus administrator will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The campus administrator will recommend to the Director of Technology the disabling of the filter for the requested use.

ACCESS TO THE DISTRICT’S ELECTRONIC COMMUNICATIONS SYSTEM WILL BE GOVERNED AS FOLLOWS

SYSTEM ACCESS

1. Students in grades K-12 will be granted access to the District’s system by the Director of Technology, as appropriate.

   Students granted access to the District’s system must complete the BSISD Internet Driver’s License and any applicable District network training.

2. As appropriate and with the written approval of the immediate supervisor and completion of District network training, District employees will be granted access to the District’s system.

   A teacher or club may apply for a class/club account and in doing so will be ultimately responsible for use of the account.

3. The District will require that all staff passwords be changed every ninety days. All passwords must remain confidential and should not be shared.

4. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District’s system.

5. All users will be required to sign a user agreement annually for issuance or renewal of an account.
**The Director of Technology for the District’s Electronic Communications System (or Campus Designee) Will:**

**Director of Technology Responsibilities**

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District’s system.

2. Ensure that all users of the District’s system annually 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 or supervisor's office.

3. Ensure that employees supervising students who use the District’s system provide training emphasizing the appropriate use of this resource.

4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.

5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety online and proper use of the system.

6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose.

7. 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.

8. Set limits for data storage within the District's system, as needed.

**Individual User Responsibilities**

The following standards will apply to all users of the District’s electronic information/communications systems:
ONLINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. System users may not use the network for financial gain or for any commercial or illegal activity.

3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.

4. System users may not alter any computer configuration that will damage the programs or equipment in any way so as to create problems for future use.

5. Communications may not be encrypted so as to avoid security review by system administrators.

6. System users may not use another person’s system account without written permission from the campus administrator or Director of Technology, as appropriate. System users will not share or give their network account password to others, or use someone else’s password.

7. 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.

8. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.

9. System users must keep electronic mail in accordance with established retention policies.

10. 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. System users will not copy commercial software which is a violation of copyright law.

11. System users must avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
12. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

13. System users may not use, send, post, download, store, print, or purposefully access materials that are profane, abusive, obscene, offensive, degrading, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

14. 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.

15. System users may not waste District resources related to the electronic communications system. (e.g. streaming radio or video not related to instruction).

16. System users may not gain unauthorized access to resources or information. (e.g. “hacking”, “cracking”)

17. System users may not use Non-District web-mail or web-based e-mail systems like but not limited to Hotmail, Mail.com, Rocketmail, Yahoo, AOL Mail, etc.

18. System users may not use instant messenger programs like but not limited to ICQ, Yahoo Pager, MSN Instant Messenger, AOL Instant Messenger, etc.

19. System users may not use programs like but not limited to Napster, Launch, or Morpheous to download MP3 or other music/video files.

20. The District prohibits plagiarism and other acts of academic dishonesty. (e.g. the submission or presentation of work, in any form, that is not a student's own, without acknowledgment of the sources).
**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 will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

**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**

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 who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

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. [See DH]
PARTICIPATION IN CHAT ROOMS AND NEWS GROUPS

Students or employees are prohibited from participating in any chat room, newsgroup, or “Blog” accessed on the Internet. Example websites are not limited to but include MySpace.com, TypePad.com, SquareSpace.com, and BlogStream.com. Exceptions are permissible for employees, with written approval from Superintendents’ designee and in accordance with District policies.

DISTRICT WEB SITE

The District will maintain a District Web site for the purpose of informing 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 Director of Technology. The Director of Technology will establish guidelines for the development and format of Web pages controlled by the District.

No personally identifiable information regarding a student will be published on a Web site controlled by the District without written permission from the student’s parent. No commercial advertising will be permitted on a Web site controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District’s Web site pages that present information about the school or class activities, subject to approval from the Director of Technology. The campus principal will designate the staff member responsible for managing the campus’s Web page under the supervision of the Director of Technology. Teachers will be responsible for compliance with District rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District’s computer system must receive approval from the Director of Technology.

STUDENT/STAFF WEB PAGES

With the approval of the Director of Technology, students and staff may establish individual Web pages linked to a campus or District Web site; however, all material presented on a student or staff Web page must be related to a student or class activity. Student/Staff Web pages must include the following notice: “This is a student or staff Web page. Opinions expressed on this page shall not be attributed to the District.” Any links from a student’s or staff’s Web page to sites outside the District’s computer system must receive approval from the Director of Technology.
EXTRA-CURRICULAR ORGANIZATION WEB PAGES

With the approval of the Director of Technology, extracurricular organizations may establish Web pages linked to a campus or District Web site; however, all material presented on the Web page must relate specifically to organization activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the Web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District’s computer system must receive approval from the Director of Technology.

PERSONAL WEB PAGES

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

SYSTEM USERS ARE EXPECTED TO OBSERVE THE FOLLOWING NETWORK ETIQUETTE:

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. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient’s system or may be in a format unreadable by the recipient.

6. Using the network in such a way that would disrupt the use of the network by other users is prohibited. (e.g. streaming radio or video not related to instruction)
**TERMINATION/REVOCATION OF SYSTEM USER ACCOUNT**

Termination of an employee’s or a student’s access for violation of District policies or regulations will be effective on the date the principal or Director of Technology receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

**DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District’s electronic communications system.

**COPYRIGHT COMPLIANCE**

The use of District technology in violation of any law, including copyright law, is prohibited. Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or license owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system.

No person will be allowed to use the District’s technology to post, publicize, or duplicate information in violation of copyright law. The Director of Technology will use all reasonable measures to prevent the use of District technology in violation of the law.

If a copyright or license owner reasonably believes that the District’s technology has been used to infringe upon a copyright or license, the owner is encouraged to notify the District.
COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Jamie Scott
Director of Technology
Big Spring Independent School District
708 11th Place
Big Spring, Texas 79720
Telephone: 432-264-4155
E-mail: Jscott@bsisd.esc18.net

The Superintendent or designee will register this information with the federal Register of Copyrights, in accordance with federal requirements.

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provision of law cited at CQ (Legal):

TRANSFER OF EQUIPMENT TO STUDENTS

1. Proposed projects to distribute computer equipment to students must be submitted to the campus administrator for initial approval.

2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the campus administrator and counselor.

3. In transferring computer equipment to students, the campus administrator will give preference to educationally disadvantaged students.

4. Before transferring computer equipment to a student, the Director of Technology and campus administrator must have clearly outlined:

   A. A process to determine eligibility of students;
   B. A process to distribute and initially train students in the setup and care of the equipment;
   C. A process to provide ongoing technical assistance for students using the equipment;
   D. A process to determine ongoing student use of the equipment;
   E. A process to determine any impact on student achievement the use of this equipment may provide; and
   F. A process for retrieval of the equipment from a student, as necessary.
ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

See the following pages for forms that may be used by the District regarding the use of its electronic communications system:

Exhibit A: Letter for Parents of System Users

Exhibit B: Student Agreement for Acceptable Use of the Electronic Communications System

Exhibit C: Employee Agreement for Acceptable Use of the Electronic Communications System

Exhibit D: Agreement for Acceptable Use of the Electronic Communications System by a Non-school User

Exhibit E: Release Form for the Electronic Displayed Student Work and/or Personal Information
LETTER FOR PARENTS OF SYSTEM USERS

Dear Parents:

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

Sincerely,

Principal
Dear Student,

You are being given access to the District’s electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES OF THE NETWORK INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: [SEE CQ REGULATION (ON-LINE CONDUCT)]

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Posting personal information about you or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Plagiarism and other acts of academic dishonesty.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system.
- Revocation of the computer system account.
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.
Student Acceptable Use Agreement

Acceptable Use & Safety Agreement for the District’s Electronic Communications System

Student:

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have received and read the District’s Electronic communications system policy and administrative regulations in the campus handbook and agree to abide by their provisions.

I understand that violation of these provisions may result in suspension of system access.

Print Student’s Legal Name: ____________________________________________

Student ID #: __________ Student Signature: ___________________________ Date: __________

Parent: (Select One Only)

☐ I give permission for my child to participate in the District’s electronic communications system. I certify that the information contained on this form is correct.

This document will be kept on file on the campus for one year.

☐ I do not give permission for my child to participate in the District’s electronic communications system.

I have received the District’s electronic communications system policy and administrative regulations in the campus handbook. In consideration for the privilege of my child using the District’s electronic communications system, and 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 or damage identified in the District’s policy and administrative regulations.

The student agreement must be renewed each time the student leaves BSISD and returns.

I understand I may revoke this permission at any time by notifying the campus principal in writing.

Parent’s Signature: ___________________________________ Date: ______________

Phone number where parents/guardian can be reached: ___________________________
You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material that you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES OF THE NETWORK INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: [SEE CQ REGULATION (ON-LINE CONDUCT)]

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Plagiarism and other acts of academic dishonesty.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system.
- Revocation of the computer system account.
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.
Employee Acceptable Use Agreement

Employee's Name

School /Office  Date

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District's Electronic Communications and Data Management Policy and Administrative Regulations (CQ (Local) and CQ (Regulation)). In consideration for the privilege of using the District's 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 use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature

This document will be kept on file for one year.
AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM
BY A NON-SCHOOL USER

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material that you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES OF THE NETWORK INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: [SEE CQ REGULATION (ON-LINE CONDUCT)]

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
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- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Plagiarism and other acts of academic dishonesty.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system.
- Revocation of the computer system account.
- Other legal action, in accordance with applicable laws.
NON-SCHOOL USER ACCEPTABLE USE AGREEMENT

NON-SCHOOL USER

NAME

Home Address

Home Phone Number Work Number

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District’s Electronic Communications and Data Management Policy and Administrative Regulations (CQ (Local) and CQ (Regulation)). In consideration for the privilege of using the District’s 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 use of, or inability to use, the system, including, without limitation, the type of damages identified in the District’s policy and administrative regulations.

Signature

This document will be kept on file at the District’s Technology Office for a year.
EXHIBIT E

RELEASE FOR ELECTRONICALLY DISPLAYED STUDENT WORK AND/OR PERSONAL INFORMATION

From time to time your child’s teacher(s) may wish to publish examples of your child’s projects, school work and photographs on an Internet accessible World Wide Web server. This means that anyone in the world who has access to the Web will be able to view your child’s work. The potential audience is in the millions.

Your child’s signature and your signature below acknowledge permission for such work to be published on the World Wide Web.

Student Work Parent: (Select One Only)

☐ My child’s work may be electronically displayed and produced with his/her first name only.

☐ My child’s work maybe electronically displayed and produced without his/her first name.

☐ My child’s work may not be electronically displayed and produced

Student Photograph Parent: (Select One Only)

☐ Photographs of my child may be electronically displayed with his/her first name only.

☐ Photographs of my child may not be displayed electronically.

I hereby give the above permission and release Big Spring Independent Schools from any liability resulting from or connected with the publication of such work.

Student’s Signature: __________________________________________________________

Parent or Guardian Signature: __________________________________________________

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

**AVAILABILITY OF ACCESS**

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.

**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. Non-compliance 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

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

2. Control students’ access to inappropriate materials, as well as to materials that are harmful to minors;

3. Ensure student safety and security when using electronic communications;

4. Prevent unauthorized access, including hacking and other unlawful activities; and

5. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

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.
The Internet

Essential Questions
- What is the Internet?
- What is included in the Internet?
- What is the World Wide Web?
- What is a URL?
- What is a website?
- What is a hyperlink?
- What is a network?
- What does online mean?

WebQuest Description
- Students will learn the following vocabulary words: Internet, World Wide Web, URL, website, hyperlink, network, and online.
- Students will access the Internet and link to websites that will reinforce definitions.

Websites and Other Resources

BSISD Internet Driver’s License

BSISD Internet Driver’s License Purpose and Expectations

Primary Resources
http://www.primaryresources.co.uk/online/internet.swf

TechTerms
http://www.techterms.com/

NetLingo
http://netlingo.com/dictionary/all.php

OneLook Dictionary
http://www.onelook.com

TeacherVision
Teacher - IDL Instructor

1. Show students how to access the BSISD Internet Driver’s License online.
2. Present and explain the BSISD Internet Driver’s License Purpose and Expectations.
3. Discuss the following vocabulary: Internet, World Wide Web, URL, website, hyperlink, network, and online using the websites listed above.
4. Create a “Technology Word Wall” of Technology Vocabulary words for this lesson with the students.

Test
Take Test 1 - The Internet - Level Zero Grades K - 1.
Students pick up test, complete, and return to your teacher or IDL Instructor. Remember, Grade K - 1 students must pass with a minimum of 80% accuracy.
BSISD Internet Driver’s License
WebQuest Activity 2 - Level Zero Grades K - 1

Acceptable Use Policy

Essential Questions
➢ What does “Acceptable Use Policy”, (AUP), mean?
➢ What does acceptable, unacceptable, consequences, and pop-up window mean?
➢ Where can the student find the BSISD Internet Safety and Acceptable Use Policy (AUP)?
➢ What are acceptable/unacceptable uses according to the BSISD Internet Safety and AUP?
➢ What are the consequences of unacceptable use?

WebQuest Description
➢ Students will access the BSISD Internet Safety and AUP and learn the acceptable and unacceptable uses of the Internet at school as well as the consequences of unacceptable access to the Internet.
➢ Students will learn new vocabulary: acceptable, unacceptable, consequences, Acceptable Use Policy, (AUP), and pop-up window.

Websites and Other Resources

BSISD Internet Safety and Acceptable Use Policy (AUP)

TechTerms
http://www.techterms.com/

NetLingo
http://netlingo.com/dictionary/all.php

OneLook Dictionary
http://www.onelook.com

TeacherVision
Teacher - IDL Instructor

Session One:
1. Show the students where to access the BSISD Internet Safety and AUP online.
2. Discuss the BSISD Internet Safety and AUP document before beginning this activity.
3. Explain the acronym AUP, its definition and purpose by presenting analogies, i.e., classroom rules, traffic laws, etc.
4. Read and discuss acceptable and unacceptable uses as addressed with your students. Use the AUP Scenarios and Discussion Questions to discuss one of three possible situations that may confront the children when they are using the Internet.
5. Discuss the consequences of unacceptable use based on this document.

Session Two:
1. Review the vocabulary from last session.
2. Using the AUP Scenarios and Discussion Questions discuss the remaining two scenarios and teach your students general information regarding the rules of Internet use and the BSISD Internet Safety and AUP.
3. Add new vocabulary to the “Technology Word Wall”: acceptable, unacceptable, consequences, Acceptable Use Policy, (AUP), and pop-up window.

Test
Take Test 2 - Acceptable Use Policy - Level Zero Grades K - 1.
Students pick up test, complete, and return to your teacher or IDL Instructor. Remember, Grade K - 1 students must pass with a minimum of 80% accuracy.
Essential Questions
- What is the World Wide Web (WWW)?
- What is your purpose for searching the WWW at school?
- What is a website?
- What is a web browser?
- What is a search engine?
- What does it mean to search?
- What is a keyword?
- What does copyright mean?
- What does citing your sources mean?
- What should be in a website citation?
- What is public domain?
- What is plagiarism?

WebQuest Description
- Students will learn the terms and concepts relating to the Internet and navigate on the Web using Internet Explorer to view the following search engines: Yahooligans, Kids Click, and Ask Kids.
- The students will define the terms copyright, plagiarism, source, citation, cite, and public domain and demonstrate the process of citing an online source.

Websites and Other Resources
- TechTerms
  http://www.techterms.com/
- Kids’ Search Tools
  http://www.rcls.org/ksearch.htm
- NetLingo
  http://netlingo.com/dictionary/all.php
- OneLook Dictionary
  http://www.onelook.com
Teacher - IDL Instructor
Session One:
1. Review the visual representation at Primary Resources.
2. Discuss the following terms: World Wide Web (WWW), website, search, keyword, search engine and web browser.
3. Assist the students in accessing NetLingo: Dictionaries and allow them to search through it. Discuss what they discovered.
4. Have students brainstorm a hypothetical class mascot and create a design then vote on the best mascot design to represent their class.
5. Introduce the definition of plagiarism and what it means to plagiarize. Lead a discussion regarding who has the right to copy that design, if anyone does, and what restricts its use.
6. Introduce and define the following words located on the Cyberbee website: copyright and public domain.
7. Discuss and display the Copyright Symbol.
8. See and discuss: Examples of Copyright and Public Domain.
9. Add the following vocabulary words to the “Technology Word Wall”: copyright, plagiarism and public domain.
Session Two:
1. Discuss the purpose of using the World Wide Web at school.
2. Have students access SafeSearchKids and discuss search topics such as plants, skeleton, or Texas.
3. Have students type in a teacher-selected search term and note how many “hits” they get. Use the Search Engine Chart handout.
4. Have the students discuss, in small groups, the index of sites that will come up on the screen and brainstorm other potential topics for searching.
5. Repeat steps 3-4 using KidsClick!
6. Repeat steps 3-4 using Ask Kids.
7. Add the following vocabulary to “Technology Word Wall”: keyword, search, search engine, and web browser.
9. Discuss, define and give examples of cite and citation.
10. Have students access Cyberbee: Research Tools to discuss an example of how to cite a web source.
11. Review Cyberbee: Research Tools and practice citing web resources by using the SafeSearchKids search engine to locate websites.
12. Create a citation together as a whole class, and if time allows in pairs or small groups.
13. Add the following vocabulary words to the “Technology Word Wall”: source, citation, and cite.

Test
Take Test 3 - Searching the Web, Copyright, & Citing Sources - Level Zero Grades K - 1. Students pick up test, complete, and return to your teacher or IDL Instructor. Remember, Grade K - 1 students must pass with a minimum of 80% accuracy.
BSISD Internet Driver’s License
WebQuest Activity 4 - 5 - Level Zero Grades K - 1

Internet Safety (Part 1 and Part 2)

**Essential Questions**
- What does Internet safety mean?
- What is personal information?
- What does appropriate and inappropriate mean?
- What type of website is not appropriate to access at school?
- What is netiquette?
- What is Cyberbullying?
- What are Cyberthreats?
- What do flaming, harassment, denigration, impersonation, outing, trickery, exclusion, and Cyberstalking mean?
- What do you do if you accidentally go to an inappropriate website?

**WebQuest Description**
- Students will understand the meanings of "netiquette", Cyberbullying, Cyberthreats, flaming, harassment, denigration, impersonation, outing, trickery, exclusion, Cyberstalking, protecting their privacy, and appropriate use of the Internet and World Wide Web.
- Students will understand the meaning of appropriate and inappropriate.
- Students will review the district Internet Safety and AUP and websites regarding Internet safety information. Discussion will include safety precautions and then students will develop Internet safety rules for the classroom.

**Websites and Other Resources**

**BSISD Internet Safety and Acceptable Use Policy**

Computer Ethics Institute: THE TEN COMMANDMENTS FOR COMPUTER ETHICS

NetLingo

OneLook Dictionary
[http://www.onelook.com](http://www.onelook.com)
SafeKids.com – Kids’ Rules for Online Safety (for pre-teens)
http://www.safekids.com/kids-rules-for-online-safety/

SafeKids.com – Online Safety Quiz
http://www.safekids.com/quiz/index.html

iKeepSafe.org
http://www.ikeepsafe.com/

Stop Bullying.gov – Cyberbullying
http://www.stopbullying.gov/topics/cyberbullying/index.html

NetSmartzKids Videos
http://www.netsmartz.org/NetSmartzKids

Texas Education Agency, Internet Safety: Cyberbullying
http://www.tea.state.tx.us/index2.aspx?id=2147488005

CyberBullying

Educator’s Guide to Cyberbullying and Cyberthreats

The US Department of Justice – A Parent’s Guide to Internet Safety
http://www.fbi.gov/stats-services/publications/parent-guide
Teacher - IDL Instructor

Session One:
1. Review BSISD Internet Safety and AUP and the rules for using the Internet.
2. Define the following terms: Internet safety and personal information.
3. Explain the meaning of personal information: i.e., a person’s name, address, telephone number, BSISD student number, Social Security number, school name, birth date.
4. Visit Safe kids Home Page – Kids’ Rules for Online Safety (for pre-teens) to review and discuss rules for Internet safety.
5. Visit iKeepSafe.org to review and discuss rules for Internet safety.
6. Take the SafeKids Online Safety student quiz as a whole group, and then discuss right and wrong answers.
7. Add new terms to technology “Technology Word Wall” Internet safety, personal information, Cyberbullying, Cyberthreats, flaming, harassment, denigration, impersonation, outing, trickery, exclusion, and Cyberstalking.

Session Two:
1. Define the following terms: appropriate, inappropriate, netiquette and Cyberbullying.
2. Discuss the meaning of netiquette and the use of proper manners online with analogies to behavior and manners in class, the cafeteria, and other locations.
3. Review classroom Internet safety rules then determine modifications based on new knowledge. Re-post revised classroom Internet safety classroom rules if necessary.

Test
Take Test 4 & 5 - Internet Safety - Level Zero Grades K - 1.
Students pick up test, complete, and return to your teacher or IDL Instructor. Remember, Grade K - 1 students must pass with a minimum of 80% accuracy.
Technology - Computer Buzzwords (Definitions)
Level 0 - 2 (Grades K - 5)
Crossword Puzzle, DoublePuzzle #1 and DoublePuzzle #2

1. backup - An extra copy of a document, file or program.
2. binary - Binary means "two," or "base two." The binary system is a way of counting using just the two numbers 0 and 1.
3. bit - A bit is an electronic signal which is either on (1) or off (0). It is the smallest unit of information the computer uses.
4. browser - A browser is a software program that lets you explore the World Wide Web to find text, graphics, sound, movies, games, chats and more.
5. byte - A byte is a group of 8 bits, strung together.
6. cable - A cable is a long, rubber-coated bundle of wires, with plugs on either end, that connects computer parts.
7. CD-ROM - A round, shiny portable disk that stores large amounts of software and information.
8. cell - A cell is the "box" where a column and a row intersect, in a spreadsheet.
9. chat - Chat is a way people in different places can "talk" to each other by typing their words into a computer.
10. chip (integrated circuit) - A chip is a tiny piece of silicon with electronic circuits. The chip is the most important part of the computer.
11. computer - A computer is an electronic machine that 1) takes in data and instructions (input), 2) works with the data (processing), 3) puts out information (output).
12. CPU - The CPU (Central Processing Unit) is the chip which is the brains of the computer. It is also known as the processor.
13. cursor - A blinking line or shape on the screen that tells you where the next character will go.
14. database - A database is an organized collection of information. It is like a box of 3x5 cards that you can search, sort and analyze rapidly with a database program.
15. disk drive - A part of the computer that operates the disks that store information.
16. download - To download a file is to get it from someone else's computer, over a network, and save it on your own computer or floppy disk.
17. e-mail - E-mail is a way of sending messages from one computer to another.
18. field - In a database, a field holds exactly one type of information about an item or subject. It is like one line written on an index card in an index card file.
19. floppy disk (diskette) - A round, floppy piece of plastic that you put into a computer to store information. It is in a hard square cover for protection.
20. gigabyte (GB) - A gigabyte is a unit of measure equal to 1,073,741,824 bytes, which is about one billion bytes.
21. hard disk/hard drive - The hard disk is a round, metal platter in the hard drive of the computer; it stores large amounts of information.
22. hardware - The parts of a computer system that you can touch.
23. HTML - HTML, known as "the language of the Web," is the set of codes used to make Web pages.
24. icon - An icon is a tiny picture on the screen that represents a program, file or folder.
25. initialize - Format a disk so it will hold information.
26. Internet - The Internet is millions of computers around the world connected to each other.
27. kilobyte (K) - A kilobyte is a unit of measure equal to 1,024 bytes, which is about a thousand bytes.
28. megabyte (MB) - A megabyte is a unit of measure equal to 1,048,576 bytes, which is about a million bytes.
29. memory - Memory is temporary storage space on chips in your computer.
30. modem - A device that links a computer to other computers through a telephone line.
31. monitor - A monitor is the TV-like part of the computer that you look at to see information.
32. network - A network is a number of computers connected together to share information and hardware.
33. peripheral - A hardware device that is connected to a computer, usually by a cable.
34. pixel - A pixel is a tiny dot of light on the monitor.
35. processor (micro-) - The processor is the chip which is the brains of the computer. It is also know as the CPU (Central Processing Unit).
36. RAM - RAM, also called memory, is temporary storage space on chips in your computer. RAM stands for Random Access Memory.
37. record - In a database, a record holds all the information about one item or subject. It is like one index card in an index card file.
38. scanner - A device that "takes a picture" of something and turns it into a computerized image.
39. software - Software is the programs that run on a computer.
40. spreadsheet - A spreadsheet is a document which helps you organize data in rows and columns of cells.
41. URL - A URL is the address of a website on the World Wide Web.
42. virus - A virus is a computer program that was written to purposely damage computer systems.
43. World Wide Web (or Web) - The Web is the part of the Internet that consists of pages (documents) linked to each other around the world. These pages have pictures, sounds, and more.

Technology Vocabulary Words

1. **Acceptable** - capable or worthy of being accepted (generally approved or used)
2. **Acceptable Use Policy (AUP)** - a written agreement all parties on a community computer network promise to adhere to for the common good. An AUP defines the intended uses of the network including unacceptable uses and the consequences for non-compliance.
3. **Appropriate** - suitable or right for a particular situation or purpose
4. **Boolean** - A type of search allowing users to combine keywords with operators such as AND, NOT and OR to produce results that are more relevant. For example, a Boolean search could be "hotel" AND "New York". This would limit the search results to only those documents containing the two keywords.
5. **Cite** - repeat a passage from; to use a phrase or sentence from a piece of writing or speech, especially in order to support or prove something; to mention something as an example, explanation, or proof of something else; Example: The article cites several experts on the subject.
6. **Citation** - a short note recognizing a source of information or of a quoted passage ("The student's essay failed to list several important citations")
7. **Consequences** - something produced by a cause or necessarily following from a set of conditions; Example: The student was not allowed to use the computer when he/she was caught instance messaging their friend.
8. **Copyright** - the legal right to have control over the work of a writer, artist, musician, etc. If you own the copyright on something, it is your intellectual property, and other people must pay you to broadcast, publish, or perform it
9. **Cyberbullying** - is being mean to others by sending or posting harmful material or engaging in other forms of social aggression using the Internet or other digital technologies.
10. **Cyberstalking** - Repeated, intense harassment and denigration that includes threats or creates significant fear.
11. **Cyberthreats** - are threats or “distressing material”—statements that make it sound like the writer is emotionally upset and may be considering harming someone else, harming himself or herself, or committing suicide.

12. **Denigration** - “Dissing” someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.

13. **Exclusion** - Intentionally and cruelly excluding someone from an online group.

14. **Flaming** - Online fights using electronic messages with angry and vulgar language.

15. **Harassment** - repeatedly sending offensive remarks, nasty, mean, and insulting messages.

16. **Hyperlink** - An image or a portion of text that, when clicked, allows electronic connections. These connections access other Internet materials such as images, sounds, animations, videos, or other Web pages. (Usually blue and underlined)

17. **Impersonation** - pretending to be someone else and sending or posting material to get that person in trouble or danger or to damage that person’s reputation or friendships.

18. **Inappropriate** - Not suitable or proper in the circumstances; not appropriate in a particular situation; behavior that is wrong because it is morally wrong or against acceptable social or professional standards.

19. **Internet** - an electronic communications network that connects computer networks and organizational computer facilities around the world.

20. **Internet Safety** - knowledge of maximizing the user's personal safety and security risks on private information and property associated with using the internet, and the self-protection from computer crime in general; is about avoiding being ripped off, disrespected, bullied, scammed, or stalked while you’re just trying to have a good time online. You don’t need to be sold on the great opportunities the Internet offers, but you do need to understand how to dodge problems (http://www.atg.wa.gov/InternetSafety/Teens.aspx#.UbdL7KD4JBI)

21. **Keyword** - a word that you type on a computer keyboard into a search engine in order to find information about a particular subject.
22. **Netiquette** - Etiquette practiced or advocated in electronic communication over a computer network.

23. **Network** - A network is a number of computers connected together to share information and hardware.

24. **Online** - connected to a telecommunications system (as the Internet) available through a computer system.

25. **Outing** - Sharing someone’s secrets or embarrassing information or images online.

26. **Personal Information** – is a description about ones self that may identify him/her to another individual (usually given through electronic devises) such as: name, address, email address, phone number, (2) race, nationality, ethnicity, origin, color, religious or political beliefs or associations, (3) age, sex, sexual orientation, marital status, family status, (4) identifying number, code, symbol,

27. **Plagiarism** - the process of taking another person’s work, ideas, or words, and using them as if they were your own; an idea, story, words, or music that you use in your work without explaining that you took them from someone else.

28. **Pop-up-window** - A window that suddenly appears (pops up) when you select an option with a mouse or press a special function key. Usually, the pop-up window contains a menu of commands and stays on the screen only until you select one of the commands. It then disappears.

29. **Public Domain** - those whose intellectual property rights have expired, have been forfeited, or are inapplicable. Examples include the works of Shakespeare and Beethoven, The King James Bible etc.

30. **Search** - to use a computer to look for information, especially on the Internet.

31. **Search engine** - The main purpose of a search engine is to search for information on the Internet. There are software programs that search for websites based on keywords that the user types. The search engine then goes through their databases of information in order to locate the information you are looking for. The main search engines currently be used are Google, Bing, and Yahoo.
32. **Site** - a computer connected to the internet that maintains a series of web pages on the World Wide Web ("The Israeli web site was damaged by hostile hackers")

33. **Source** - in research, information referred to by citation; a document (or organization) from which information is obtained

34. **Trickery** - Tricking someone into revealing secrets or embarrassing information, then sharing it online.

35. **Trolling** - Intentionally posting provoking messages about sensitive subjects to create conflict, upset people, and bait them into “flaming” or fighting.

36. **Unacceptable** - not acceptable: not pleasing or welcome

37. **URL** - Uniform Resource Locator; the address of a web page on the world wide web

38. **Web browser** - (browser) is considered a software application that allows people to access, retrieve and view information on the internet. The information that may be “browsed” can be in the form of text content on a web page, an image, video, audio etc. The most popular web browsers currently in use are Firefox, Google Chrome, Internet Explorer, Opera and Safari.

39. **Website** - a place on the Internet where information is available about a particular subject, organization, etc.

40. **World Wide Web (www)** - The Web is the part of the Internet that consists of pages (documents) linked to each other around the world. These pages have pictures, sounds, and more.

What is the difference between Web browsers and Search engines? Web browsers are used to display websites, while search engines are a type of websites that help users to search the entire web.
Internet Terms Glossary

Glossary of Commonly Used Internet/World Wide Web Terms
For a comprehensive online dictionary of computer and Internet technology, see Webopedia.

Browser: Browsers are software programs that enable you to view World Wide Web (WWW) documents. They "translate" HTML-encoded files into the text, images, sounds, and other features you see. Netscape and Microsoft Internet Explorer are the most commonly used browsers that let you see text and images and many other WWW features.

Cache: A cache temporarily stores Web pages you have visited in your computer. A copy of documents you retrieve is stored in cache. When you use GO, BACK, or any other means to revisit a document, Netscape first checks to see if it is in cache and will retrieve it from there because it is much faster than retrieving it from the server. If memory allocated to cache in your computer becomes full, Netscape discards older documents.

Case Sensitive: Capital letters (upper case) retrieve only upper case. Most other search tools are not case sensitive or only respond to initial capitals, as in proper names. It is always safe to key all lower case (no capitals), because lower case will always retrieve upper case.

Cookie: A message from a web server computer sent to and stored by the web browser on your computer. When your computer consults the originating server computer, the cookie is sent back to the server, allowing it to respond to you according to the cookie's contents. The main use for cookies is to provide customized Web pages according to a profile of your interests. When you log onto a "customize" type of invitation on a Web page and fill in your name and other information, this may result in a cookie on your computer which that Web page will access to appear to "know" you and provide what you want. If you fill out these forms, you may also receive email and other solicitation independent of cookies.

Domain: Hierarchical scheme for indicating logical and sometimes geographical venue of a Web page from the network. In the U.S., common domains are .edu (education), .gov (government agency), .net (network related), .com (commercial), .org (non-profit and research organizations). Outside the U.S., domains indicate country: ca (Canada), uk (United Kingdom), au (Australia), jp (Japan), fr (France), etc. (for a technical explanation see "All About Domain Names").

Field Searching: Ability to limit a search by requiring word or phrase to appear in a specific field of documents (e.g. title, author, publication date, etc).

FTP: File Transfer Protocol. Ability to transfer rapidly entire files from one computer to another, intact for viewing or other purposes.
Host: Computer that provides web-documents to clients or users.

Icon: A small picture that represents an object or program. Icons are very useful in applications that use windows, because with the click of a mouse button you can shrink an entire window into a small icon. (This is sometimes called minimizing). To redisplay the window, you merely move the pointer to the icon and click (or double click) a mouse button. (This is sometimes called restoring or maximizing). Icons are a principle feature of graphical user interfaces.

Internet (Upper case I): The vast collection of inter-connected networks that all use the TCP/IP protocols and that evolved from the ARPANET of the late 60's and early 70's. An "internet" (lower case i) is any computer connected to each other (a network), and are not part of the Internet unless they use TCP/IP protocols. An "intranet" is a private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but that is only for internal use. An intranet may be on the Internet or may simply be a network.

IP Address or IP Number (Internet Protocol number or address): A unique number consisting of 4 parts separated by dots, e.g. 165.113.245.2. Every machine that is on the Internet has a unique IP address. If a machine does not have an IP number, it is not really on the Internet. Most machines also have one or more Domain Names that are easier for people to remember.

Link: The URL imbedded in a document or page. When this highlighted text is clicked, a document or page outside the current page is retrieved.

Proxy Server: A server that sits between a client application, such as a Web browser, and a real server. It intercepts all requests to the real server to see if it can fulfill the requests itself. If not, it forwards the request to the real server.

Scroll (Down, Up, Left, Right): Moving up or down within a document in your screen. Use scroll bar at right. Click on arrow down or arrow up. Drag the scroll button down or up. Or click on the page up or page down icons at the bottom of the bar. If you need to scroll left or right, use the scroll bar at the bottom.

Server, Web Server: A computer running that software, assigned an IP address, and connected to the Internet so that it can provide documents via the World Wide Web. Also called HOST computer.

Stop Words: In database searching, "stop words" are small and frequently occurring words like and, or, in, of that are often ignored when keyed as search terms. Usually if they are placed in quotes " " this will allow these words to be included in the search. Also, if a + sign is placed immediately before these words they will be searchable.
Subject Directory: An approach to Web documents by a lexicon of subject terms hierarchically grouped. May be browsed or searched by keywords. Subject directories are smaller than other searchable databases, because of the human involvement required to classify documents by subject.

TCP/IP: (Transmission Control Protocol/Internet Protocol) -- This is the suite of protocols that defines the Internet. Originally designed for the UNIX operating system, TCP/IP software is now available for every major kind of computer operating system. To be truly on the Internet, your computer must have TCP/IP software.

Telnet: Internet service allowing one computer to log onto another, connecting as if not remote.

URL: The Uniform Resource Locator is the unique address of any Web document. May be keyed in IE’s ADDRESS or Netscape’s LOCATION / GO TO box to retrieve a document. There is a logic the layout of a URL:

<table>
<thead>
<tr>
<th>Type of file (could say ftp:// or telnet://)</th>
<th>Domain name (computer file is on and its location on the Internet)</th>
<th>Path or directory on the computer to this file</th>
<th>Name of file, usually ending in .html or .htm</th>
</tr>
</thead>
<tbody>
<tr>
<td>http://</td>
<td><a href="http://www.lib.berkeley.edu/">www.lib.berkeley.edu/</a></td>
<td>TeachingLib/Guides/Internet/</td>
<td>FindInfo.html</td>
</tr>
</tbody>
</table>

World Wide Web: A system of Internet servers that support specially formatted documents. The documents are formatted in a language called HTML (HyperText Markup Language) that supports links to other documents, as well as graphics, audio, and video files. This means you can jump from one document to another simply by clicking on hot spots.