

outcome of this conference is not satisfactory, the student or parent may appeal to the Superintendent to appear before the Board of Trustees, in accordance with Board Policy FNG (LOCAL). All requests for conferences regarding complaints must be submitted in writing within seven days of the response from the level two complaint.

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or obtain further information, see the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the school principal. For a complaint regarding sexual harassment, see the section on Sexual Harassment.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should be directed to the Executive Director of Special Education at (972) 237-4019. For additional information about the District's Special Education services, please visit the website at www.gpisd.org/specialeducation. Complaints or concerns regarding 504 programs and services should be directed to the Director of Counseling Services.

COMPUTERS AND NETWORKS

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violation of this agreement may result in withdrawal of privileges and other disciplinary action.

All hardware, peripheral equipment, cabling, and software are the property of Grand Prairie ISD. While this equipment is for the use of students in an instructional setting, we reserve the right to bar any student from using the equipment if that person has violated any of the rules as expressed below. Grand Prairie ISD staff members shall report to the building administrator or the Technology Department the names of those responsible for any incidents of unauthorized or unacceptable access or use.

Computer use will be monitored at all times by the Grand Prairie ISD staff.

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT **STUDENT ACCEPTABLE COMPUTER AND NETWORK USE PROCEDURES**

PURPOSE STATEMENT: The purpose of the Acceptable Computer and Network Use Procedures is to provide the procedures and the code of conduct for the use of technology and the Internet.

Student Responsibility for Computer Usage

1. Use of the computer should be primarily for academic purposes as directed by a teacher and/or administrator. Limited personal use of the system shall be permitted if the use imposes no tangible cost on the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. See GPISD Board Policy CQ (Local).
2. Students will abide by the general rules of network etiquette as instructed by board policy and the teacher. See GPISD Board Regulation CQ-R. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed accidentally, students must notify a GPISD staff member immediately.

3. Use of the Internet should be primarily for academic purposes as directed by a teacher and/or administrator. Students shall not reveal personal information over the Internet about themselves or anyone else without authorization from a GPISD staff member. Students shall not arrange a meeting with anyone met online. Any inappropriate use of the Internet should be reported to a GPISD staff member.
4. Students shall not violate copyright laws or plagiarize the work of another. Students shall not electronically transmit any material that violates federal or state regulations.
5. Students' computer files may not be kept confidential from parents or legal guardians. In addition, appropriate staff members may have access to students' computer files at any time.
6. Student access to e-mail will only be available through District approved student e-mail systems.
7. Students shall not encrypt any electronic communications.
8. Students shall not use the network for commercial, religious, or political purposes.
9. Students shall not enter any Internet "chat rooms," unless authorized by a GPISD staff member.
10. Students shall retain all rights to work they create using the District's computer system, except for any contribution made to a GPISD-sponsored computer web page.
11. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use. See GPISD Board Policy CQ (Local).
12. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
13. All hardware, peripheral equipment, stored text, data files, cabling, and software are the property of Grand Prairie ISD. Grand Prairie ISD staff members shall report to the building administrator or the Technology Department the names of those responsible for any incidents of unauthorized or unacceptable access or use.
14. A student cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any District computer. While installing or copying this type of software is not illegal, this is not appropriate behavior for students.
15. A student shall not, for any reason, alter, damage, or destroy any computer, network, Internet connection, peripheral equipment, cabling, associated technology, or any data of another user. Vandalism will be reported to the police. The user will be held monetarily responsible for the damage or destruction of any computer, network, associated equipment, or data. In addition, the student will be subject to disciplinary actions in accordance with the Student Code of Conduct.
16. A student shall not break into or attempt to break into the District's computer network under any circumstances. Any student caught in this endeavor will be reported to the police and will be subject to discipline.
17. All files and programs on the computers or file servers created by a student are for that student's benefit only. Students shall not erase, rename or make unusable anyone else's files or programs. Students shall not attempt to discover or use another user's password, either at Grand Prairie ISD locally or at a remote location.
18. Students shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code (often called a "virus") designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, software, hardware, network, or any other computer system.
19. Any program, document, site, or information obtained on a GPISD computer is the property of Grand Prairie ISD.
20. Access to the District's electronic computer system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of these guidelines.
21. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior; and, in certain circumstances, may be

reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

Consequences for computer use violation

Violation of Grand Prairie ISD policies and procedures involving the use of computers and networks will result in disciplinary actions as specified in the Student Code of Conduct Handbook, including, but not limited to, cancellation of user privileges. In addition, violators may also be reported to the appropriate criminal authorities. School personnel will determine when a policy or procedure has been violated and their decision is final.

Disclaimer for Internet Usage

While the Internet is an invaluable tool in our educational setting, it does have some disadvantages. For example, materials may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. Grand Prairie ISD firmly believes that the valuable information and interaction available on the Internet far exceeds any disadvantages. In order to limit the access of inappropriate items, Grand Prairie ISD will install filters to block access to certain visual depictions, in accordance with the Children's Internet Protection Act (CHIPA). In addition, the online activities of minors will be monitored. However, Grand Prairie ISD cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

Grand Prairie ISD makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. Grand Prairie ISD specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

Grand Prairie ISD will not be responsible for any damages suffered as a result of an individual's use of the District's computer system including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's negligence or any errors or omissions.

Grand Prairie ISD shall not be liable for users' inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. These procedures are subject to modification at any time.

If you have any questions concerning the Acceptable Computer and Network Use Procedures, please contact the campus administrator.

CONFERENCES AND COMMUNICATION

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. Under normal circumstances teachers and administrators are expected to respond to parent requests for communication via written note, telephone or e-mail within a 24-hour period and certainly no more than two workdays.

COUNSELING SERVICES