

CFISD COMPLIANCE COURSE (2020-21)



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Module 7: Responsible Use Guidelines ?

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Introduction    



At Open House, I asked my students' parents to write down their email addresses. My goal is to maintain an ongoing line of communication between my classroom and their home. One of my co-workers warned me that I need to be careful...that the district discourages this practice. Is that true? Do I need to make phone calls only?"

To familiarize yourself with the district's policies on cybersecurity, data privacy, responsible computer use and copyright, please read and study the information in this module.

Network/internet access is available to students, teachers and staff in CFISD.

- The Internet is a network connecting millions of computer users all over the world.
- The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums.
- CFISD provides Network/Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, communication and collaboration.
- CFISD firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

All district employees are asked to sign and agree to the Responsible Use Guidelines regarding appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary action.

By signing the Employee Handbook, I certify I have reviewed the materials in the Information Security and Data Privacy Training. I understand that if I have any questions regarding this training I can ask my supervisor or the Cy-Fair ISD Customer Care Center. I understand it is my duty to help protect all Sensitive Information at the district and to follow the requirements outlined in this training.

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Principles of Information Security

You play an important role in keeping Cy-Fair ISD's sensitive information secure. Information Security refers to the processes and methodologies which are designed and implemented to protect print, electronic, or any other form of confidential, private and sensitive information or data from unauthorized access, use, misuse, disclosure, destruction, modification, or disruption.

You may come into contact with sensitive information on a daily basis. Sensitive records are a part of employee records (financial, HR, etc), student forms (transcripts, gradebook, medical, etc), and more. You may encounter sensitive records through district databases, share drives, email, paper copies, etc. The following are examples of sensitive information:

- Addresses
- Dates of Birth
- Bank Account/Routing Numbers
- Phone Numbers
- Social Security Numbers
- Driver's License Numbers
- Medical Records and Personnel Records of Employees
- Any Financial Information

For more information about sensitive data and records, please click visit <https://inside.cfishd.net/departments/records>.

It is our duty to protect the district and keep our sensitive information safe. Learning how to keep this information safe teaches us how to be more careful with our own valuable information as well.

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- FERPA – The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. More information can be found at <https://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html> or by calling 1-800-USA-LEARN
- COPPA – Children's Online Privacy Protection ACT (COPPA) imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. More information can be found at <http://www.coppa.org/coppa.htm>
- CIPA – The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. 1) Their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. More information can be found at <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- PPRA - The Protection of Pupil Rights Amendment (PPRA) is a federal law that requires schools to obtain written consent from parents before minor students are required to participate in any U.S. Dept. of Education funded survey, analysis, or evaluation that reveals information concerning the following areas: political affiliations; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.) More information can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html>

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Best Practices to Safeguard Information (All forms) and Information Systems



1. Keep Sensitive Information Physically Secure

- Lock up or password-protect documents containing sensitive information when not using them. This includes employee and student information. Shield information from view when others are near.
- Lock your cabinets and computer screens before walking away.
- Don't leave sensitive items such as employee records or student information on desks or in unlocked cabinets.
- Keep mobile devices (laptops, smartphones, tablets, USB sticks, etc.) within your sight, or locked up at all times. Use password protection and auto lock screens to further protect these devices.

2. Securely Destroy Sensitive Information (Hard-copy and Electronic) when no longer needed.

- Secure shredding is preferred disposal of hard copy documents with Sensitive Information.

Additional information regarding the retention, transfer, storage and destruction of information can be found in the CFISD Records Management Manual and found at <https://inside.cfisd.net/departments/records>.

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Detecting, Assessing, Preventing and Reporting Information Security Threats

1. Information Security Definitions:

- Threat – Any circumstance or event with the potential to adversely impact operations, assets, individuals, or even other organizations via unauthorized access, destruction, disclosure, modification of information and/or denial of service. This could include people or environmental events such as hurricanes, tornadoes, and flooding.
- Threat actor – Individuals or groups that pose a threat. This includes criminals, insiders, hackers or even state actors.
- Risks – The extent to which an entity is threatened by a potential circumstance or event.
- Attack – An attempt to gain unauthorized access to system services, resources, or information, or an attempt to compromise system integrity, availability, or confidentiality.

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2. Indicators of Social Engineering Attacks (such as Phishing)

Review the From Field:

- I don't recognize the sender's email address as someone I ordinarily communicate with.
- This email is from someone outside my organization and it's not related to my job responsibilities.
- This email was sent from someone inside the organization or from a customer, vendor, or partner and is very unusual or out of character.
- Is the sender's email address from a suspicious domain (like microsoft-support.com)?
- I don't know the sender personally and they were not vouched for by someone I trust.
- I don't have a business relationship nor any past communications with the sender.
- This is an unexpected or unusual email with an embedded hyperlink or an attachment from someone I haven't communicated with recently.

Review the To Field:

- I was cc'd on an email sent to one or more people, but I don't personally know the other people it was sent to.
- I received an email that was also sent to an unusual mix of people. For instance, it might be sent to a random group of people at my organization whose last names start with the same letter or a whole list of unrelated addresses.

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2. Indicators of Social Engineering Attacks (such as Phishing) - Continued

Review the Hyperlinks:

- I hover my mouse over a hyperlink that's displayed in the email message, but the link-to address is for a different website. (This is a big red flag.)
- I received an email that only has long hyperlinks with no further information, and the rest of the email is completely blank.
- I received an email with a hyperlink that is a misspelling of a known website. For Instance, www.bankofarnerica.com — the “m” is really two characters — “r” and “n.”

Review the Date and Time:

- Did I receive an email that I normally would get during regular business hours, but it was sent at an unusual time like 3 a.m.?

Review the Subject:

- Did I get an email with a subject line that is irrelevant or does not match the message content?
- Is the email message a reply to something I never sent or requested?

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Indicators of Social Engineering Attacks (such as Phishing) - Continued

Review the Attachment:

- The sender included an email attachment that I was not expecting or that makes no sense in relation to the email message. (This sender doesn't ordinarily send me this type of attachment.)
- I see an attachment with a possibly dangerous file type.

Review the Content:

- The sender included an email attachment that I was not expecting or that makes no sense in relation to the email message. (This sender doesn't ordinarily send me this type of attachment.)
- I see an attachment with a possibly dangerous file type.
- Any suspicious emails should be reported to the CFISD Cybersecurity Team through the use of the Phish Alert Button or by calling the CFISD Helpdesk at 281-897-4357.

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3. Manage Your Passwords

- Use strong passwords on systems that contain sensitive information - mix 12 or more upper and lower case letters, numbers, and special characters.
- Don't reuse passwords on different accounts.
- Don't share your passwords with others.

4. Avoid Unsecure Networks Outside the Office

- Don't connect to office emails or systems from a public Wi-Fi.
- If you connect while traveling, or working from home, have your IT department set you up properly with secure remote access.

Reporting Security Problems

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify the CFISD Cybersecurity Team or the CFISD Help Desk. The security problem should not be shared with others.

Immediately Report Suspected Information Security events to the CFISD Helpdesk at 281-897-4357 or lsupport@cfisd.net.

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Introduction Question 1



Think about it...

Which answer contains examples of sensitive information that needs to be protected?

Multichoice

Answer 1 : Employee mailing addresses.

Response 1 That answer is incorrect.
All of the answer choices are correct.

Score 0

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Answer 2 : Student dates of birth.

Introduction Question 1

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Response 2

That answer is incorrect.
All of the answer choices are correct.

Score 0

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Answer 3 : Drivers license numbers.

Response 3

That answer is incorrect.
All of the answer choices are correct.

Score 0

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Answer 4: Employee mailing addresses, student dates of birth, and drivers license numbers

Response 4

That answer is correct!

Score 1

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Introduction Question 2

Think about it...



What are some examples of Information Security Threats?

Multichoice

Answer 1: An employee who emails sensitive information to the wrong person.

Response 1 That answer is correct!

Score 1

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Answer 2 : The use of an uninterruptable power supply.

Introduction Question 2

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Response 2 That answer is incorrect.
An employee who emails sensitive information to the wrong person is an example of an Information Security Threat.

Score 0

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Answer 3 : Properly shredding confidential papers.

Response 3 That answer is incorrect.
An employee who emails sensitive information to the wrong person is an example of an Information Security Threat.

Score 0

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Answer 4: Ensuring employees take all of their cybersecurity training.

Response 4 That answer is incorrect.
An employee who emails sensitive information to the wrong person is an example of an Information Security Threat.

Score 1

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Question 3

Think about it...



What are some indicators of phishing?

Multichoice

Answer 1 : An unexpected or unusual email with an embedded hyperlink or an attachment from someone I haven't communicated with recently.

Response 1 That answer is incorrect.
All of the choices are correct.

Score 0

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Answer 2 : I hover my mouse over a hyperlink that's displayed in the email message, but the link-to address is for a different website.

Response 2 That answer is incorrect.
All of the answer choices are correct.

Score 0

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Answer 3 : The email is from someone outside my organization and it's not related to my job responsibilities.

Response 3 That answer is incorrect.
All of the answer choices are correct.

Score 0

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Answer 4: All of the answers choices are correct.

Response 4 That answer is correct!

Score 1

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Reporting Security Problems

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator or the System Administrator. The security problem should not be shared with others.

Impersonation

Attempts to log on to the Network/Internet impersonating a system administrator or district employee may result in revocation of the user's access to the Network/Internet.

Other Security Risks

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the district's Network/Internet.

Violations of Law

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to:

- copyrighted material
- threatening
- harassing
- obscene material
- material protected by trade secret



Any attempt to break the law through the use of a district Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the System Administrator or other administrator may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

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Security Question 1



Think about it...

If I violate the provisions of the district responsible use guidelines and am caught, what can the district do to me?

Multichoice

Answer 1: Revoke my access to the Network/Internet.

Response 1 That is correct!

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt.

Score 1

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Answer 2 : Nothing. The district doesn't monitor this type of activity regularly.

Response 2 That is incorrect!

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt.

Score 0

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Mandatory Training

The district will provide training in proper use of the system and will provide all users with copies of responsible guidelines. All training in the use of the district's system will emphasize the legal, ethical, and safe use of this resource.

Risk

Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Although the district will attempt to limit access to objectionable material by using filtering software, controlling all materials on the Network/Internet is impossible. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning.

- E-mail cannot be accepted in the following situations that would normally require a parent signature, such as absence from school excuses, medication administration permission, permission to stay for after school tutorials, early release from school, or field trip permission slips.
- Suspected violations of responsible use by employees should be reported to the Associate Superintendent for Human Resources. Suspected violations of responsible use by students should be reported first to the campuses principal, and if necessary, by the principal to the Assistant Superintendent for Student Services.
- Generally, the district does not provide student electronic mail accounts. If necessary, access to electronic mail accounts for Instructional purposes must have campus and district prior approval. The district may allow secure, web-based, student accounts to support instruction. Students are prohibited from accessing unauthorized e-mail services while using district equipment.
- Students and teachers may participate in district approved chat rooms in which teachers monitor all student interactions. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration. Participation in non-district approved social networking sites, such as Facebook, Twitter, etc. or the use of any anonymizing technologies (e.g. vtunnel) is prohibited. Cell phones and other portable computing devices can only be used for instructional purposes during the school day. Students using cell phones or other portable computing devices without teacher permission will be held accountable to the cell phone use rule set forth in the Student Code of Conduct.

The district may allow secure, web-based student accounts to support instruction. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration.

- The district has provided students with access to "Digital Lockers", a network storage location for files. The "digital locker" provides an area where certain school-related student products can be stored from year to year, thus creating the student digital portfolio.
- To enforce the Student RUG (Responsible Use Guidelines) and to maintain the integrity of the network, digital lockers, shared network space, and any district storage space will be monitored by district staff and files such as games, inappropriate images and files will be deleted. External electronic storage devices are subject to monitoring if used with district resources. Student disciplinary action may follow.

User Responsibility

Network/Internet users (students and district employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not use another person's account without permission from a campus administrator or district level administrator.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
- Users may not redistribute copyrighted programs or data without 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.
- Employees may not share sensitive district documents; such as test answer keys via the Internet.
 - Students are not permitted to use district technology to search the Internet for non-educational purposes. This includes "free search/surf" the Internet which is defined as unsupervised searching of the Internet without an approved educational purpose.
 - A user must not knowingly attempt to access educationally-inappropriate material. If a user accidentally reaches such material the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software so that it can be removed from accessibility.

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Think about it...

Some of my advanced students have completed their assignments and have free time in the computer lab. I want to let them find and play games on the web. That's ok, isn't it?

Multichoice

Answer 1: No

Response 1 That is correct!

Students may only visit instructionally-sound, teacher-approved sites.

Score 1

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Answer 2 : Yes

Response 2 That is incorrect!

Students may only visit instructionally-sound, teacher-approved sites.

Score 0

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System users of email or other communication messaging systems are expected to observe the network etiquette or "Netiquette."

CFSD Netiquette includes:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Be considerate when sending attachments with e-mail by considering whether the file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. Please refer to the Consequences of Violation section of this document.

Commercial Use

Use for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

Vandalism/Mischief

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the district network and Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

Playing Games and Downloading Music or Video Files or Game Files

These activities are prohibited unless approved for educational purposes:

Electronic Mail Violations

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission, is prohibited.

File/Data Violations

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.

System Interference/ Alteration

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Unauthorized Disclosure

Unauthorized disclosure, use and dissemination of personal information regarding students and employees are prohibited.

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It is the practice of the district to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. Technology Services is charged with the responsibility of enforcing these guidelines.

All computer software installed on district equipment must be purchased, reported to, and installed by Technology Services or its designee. Software acquisition is restricted to ensure that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by a district curriculum coordinator and Technology Services.

Students, district employees, and volunteers may not duplicate any licensed software or related documentation for use either on the district's premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the [United States Copyright Act](#).

Students, district employees, and volunteers may not give software to any third party including relatives, clients, contractors, etc. District employees, students, and volunteers may use district-approved software on local area networks or on multiple machines only in accordance with applicable license agreements.

For further information regarding the purchase and installation of computer software, please call the district's Customer Care Center HELP at (281) 897-HELP (4357).

Disclaimer

- These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions.
- The district is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. 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.

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Software Question 1



Think about it...

I have a great piece of educational software that I bought over the weekend for my students to use. It is perfect for my class! I want to install it on my minilab. Does the district allow me to load my own software?

Multichoice

Answer 1: No

Response 1 That is correct!

All computer software installed on district equipment must be purchased, reported to, and installed by Technology Services or its designee. Software acquisition is restricted to ensure that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by a district curriculum coordinator and Technology Services.

Software Question 1

Score 1

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Answer 2 : Yes

Response 2 That is incorrect!

All computer software installed on district equipment must be purchased, reported to, and installed by Technology Services or its designee. Software acquisition is restricted to ensure that the school district has a complete record of all software that has been purchased for district computers and can register, support, and upgrade such software accordingly. Software on district computers used for instructional and/or administrative purposes must be approved by a district curriculum coordinator and Technology Services.

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Software Question 2



Think about it...

If I have a question regarding software or any other computer issues, who do I call?

Multichoice

Answer 1: The Customer Care Center at 281-897-4357 (HELP).

Response 1 That is correct!

The Customer Care Center is available to assist you with a variety of computer related issues.

Score 1

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Answer 2 : My Team Leader or Department Chair

Response 2 That is incorrect!

The Customer Care Center is available to assist you with a variety of computer related issues.

Score 0

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General Email Usage Guidelines

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Administration

Cypress-Fairbanks ISD Board Policy CQ (Local), CQ (Regulation) and Exhibit A regulate the use of email.

- Email is a district service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, etc. is considered inappropriate use of district equipment.
- Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of the email. Grammar and spelling should be checked before an email is sent. As stated in Board policy, email shall not be considered confidential and may be monitored. Remember that email can be sent to others without one's knowledge.
- School personnel should service their email at appropriate times. For example, teachers should service their email before and after school, during their lunch breaks, and during conference periods.
- Building administrators should approve an email distributed to an entire campus staff. School employees should follow District and school guidelines when distributing an email to the entire school staff.
- Email should be positive or informative and never negative in content.
- Revealing personal address or phone numbers of others is prohibited.
- Email should be professional in nature, to the point, and signed correctly. Use proper email etiquette as described in **CFSO Netiquette** in this module.
- Use good judgment in forwarding any email. Ensure that privacy considerations are taken into account. See **CFSO Netiquette** in this module.
- If you will be unable to receive your email for an extended period of time (e.g. two or more days), please use the **Out of Office Alert** strategy.
- Consider using a signature at the end of your email in order to identify yourself and to eliminate the need for you to enter the information each time you send an email.

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Email Question 1    

You received the most hilarious joke at home and forwarded it to yourself at school. You have a group of friends in the district that you know would enjoy this joke and decide to forward it to all of them at their school email addresses. You know the joke is not considered professional content, but you seriously doubt that any of these friends would be offended by it. It is appropriate to send the email.

True/false

Answer 1: False

Response 1 That is correct! Sending educationally-inappropriate emails is not appropriate while using district technology.

Score 1

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Answer 2: True

Response 2 That is incorrect! Sending educationally-inappropriate emails is not appropriate while using district technology.

Score 0

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Any time school personnel use email to communicate with parents, whether at school or at home, they are representing themselves as district employees and should adhere to the District's General Email Usage Guidelines as well as the *School Personnel to Parent Email Usage Guidelines* listed below.

This does not mean that all school personnel must use email to communicate with parents; however, if a school employee chooses to use email as a form of parent communication, Cypress-Fairbanks ISD has established the following guidelines:

- Email should be used after face-to-face parent contact has been established and the authentication of the parent's email address is verified.
- Using email as a form of parent communication should follow campus personnel to parent communication guidelines. Email should be returned in a timely manner just as any other communication with parents; e.g., 24-hour rule on returning a parent telephone call.
- Before sending a class/course group email, school personnel should secure written parent permission. This precaution should be taken because the email could reveal the email addresses of the group list. If an email is received that causes concern, a school administrator should be alerted.
- Use good judgment in forwarding an email. Ensure that privacy considerations are taken into account; e.g., FERPA prohibits sharing information about a child with anyone other than the child's parent or legal guardian.

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Do's

Appropriate information to share with parents via email:

- Upcoming events specific to a teacher's classroom (e.g., units of study, field days, community service projects, concerts, performances, etc.)
- Six weeks assignments (book reports, projects, tests, etc.)
- Deadlines for various school activities (fundraisers, permission slips, field trips, testing dates for SAT, etc.)
- Scheduling of parent conference requests
- Specific requests for grades by a parent (If more explanation is needed, request a parent conference.)
- Positive social interactions between classmates as long as other students' names are not mentioned



Dont's

- District Guidelines prohibit school personnel from communicating the following information with parents via email
- Discipline situations, (e.g. rude behavior, use of inappropriate language, fighting, etc.)
- Student behavior (sleeping in class, not prepared for class, tardiness, attitude, etc.)
- Any information related to another student because of FERPA (Family Educational Rights to Privacy Act) guidelines

Email cannot be accepted in the following situations which would normally require a parent signature, such as:

- Absence from school excuses
- Medication administration permission
- Permission to stay for after-school tutorials
- Early release from school
- Field trip permission slips

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**Think About It**

A parent has emailed you and requested her child's grades in your class for the six weeks. Is it appropriate to reply with that student's grades?

True/false

Answer 1: Yes

Response 1 That is correct!

It would be appropriate to reply via email because the parent requested the grades.

Score 1

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Answer 2 : No

Response 2 That is incorrect! It would be appropriate to reply via email because the parent requested the grades.

Score 0

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**Think about it...**

One of your students is constantly disrupting class and has refused to follow your class rules despite repeated referrals and trips to the office. You decide to call the student to your desk and have him watch you email his father at the office email address the father gave you. In that email you describe the student's behavior and ask that the father try to address the problem at home. Would this use of email to a parent be appropriate?

True/false

Answer 1: No

Response 1 That is correct!

It would not be appropriate. Instead, request a parent conference but do not detail the behavioral problems in an email.

Score 1

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Answer 2 : Yes

Response 2 That is incorrect!

It would not be appropriate. Instead, request a parent conference but do not detail the behavioral problems in an email.

Score 0

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What is Netiquette?

Netiquette is short for "network etiquette." It refers to proper user behavior on electronic networks.

Your Responsibility to Others

Think About Your Audience

When you post an article or send a message, think about the people you are trying to reach. Never forget that the person on the other end is human. Because your interaction with the network is through a computer, it is easy to forget that there are people "out there." Remember that people who may not know you well are reading your words. Try not to say anything to others you would not say to them in a room full of people.

Keep Your Mail Messages and Postings Brief but Clear

Express your thoughts succinctly; they will have greater impact. Make sure that the article or message is easy to read and understand. Try to balance brevity with necessary details.

Use Descriptive Titles

The subject line of an article or a mail message tells people what the article is about before they read it and is there to enable a person to quickly decide whether or not to read your article. Keep your subjects short and to the point.

Do Not Lobby or Advertise

Lobbying and advertising are not appropriate on the CFISD network. Such activities violate the CFISD Responsible Use Guidelines.

Be Cautious With Confidences When Forwarding E-mail

Mail is addressed to the person or persons that the originator intended to read the message. Forwarding that message to others or including portions of it in responses to others is a violation of confidence between the originator and the original addressee. Be careful that messages you receive do not have other messages below the one you received that were not intended for others. In writing a message that you specifically do not want to be forwarded, you should state that in your message.

Identify Yourself Appropriately

Signatures should tell something about you but need not be lengthy. The main purpose of a signature is to help others locate/place you. Every signature should include at least your complete email address.



Appropriate Use of a Signature

Two styles of "signatures" would be appropriate:

1. Formal
2. Informal

A Formal style could/should be used with parents/guardians. It should include one's name, title, association/organization, etc. For example:

Tammy W. Doe
Cy-Fair High School, Math
P.O. Box 123
Houston, Texas 77065
(281) 693-6789, Fax (281) 693-6788

Tammy.Doe@cfisd.net

An Informal style should have at least one's name and location at a minimum. It should say the city or organization to let the receiver/reader put the person in perspective. It should be used when corresponding with those who may not remember just who/where you are.
For example:

Tammy W. Doe, Math
Cy-Fair High, Houston, TX
Tammy.Doe@cfisd.net

It is not necessary to include a long signature file like the first example above when corresponding with close friends and associates. It is courteous to include information about your location and address.

Avoid "Flames"

"Flames" are messages or replies that express anger or might anger the reader. Expressing anger, being critical or criticizing others, or humiliating someone else is a flame or will cause flames. Correcting the spelling or grammar of others is not appropriate.

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Email from Parent to Teacher: Email Communication about Grades

Email to teacher from parent:

How is my son, Tommy, doing in your class? Is he turning in his homework on time? Thanks Joe Jones

Inappropriate Teacher Response:

I HAVE NOT HAD TIME TO GRADE TOMMY'S PAPERS. CHECK HIS GRADES THROUGH THE PARENT VIEWER.

Sally Teacher

Why is this response inappropriate?

Typing an email response in all capital letters is considered inappropriate email netiquette. The email should request the parent to set up a conference time for more specific information about the student's grades, future assignments, or behavior. Also, no subject is entered in the subject line.

Appropriate Teacher Response:

Mr. Jones, Tommy has turned in his homework about 60% of the time this semester. A book report assigned in January is due the second week of March. He has not turned in his first draft for that assignment.

Tommy is listing his assignments each day. Please ask him to start with the list at home to see what he needs to accomplish.

Thank you.

Sally Teacher

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Email from Parent to Teacher: Email Communication with Unhappy Parent

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Email from Parent:

Brittany was very mad when she got home yesterday. She said you made her sit outside during recess and I had sent a note reminding you that she should not go outside this week because of her allergies. She said she gave you the note when she went to your class. After school she was very congested and we had to take her to the doctor again. Why did you make her go outside?

Joe and Mary Jones

Inappropriate Teacher Response:

As always, Brittany forgot to give me the note!!!

Sally Teacher

Why is this response inappropriate?

The tone of the teacher's response is sarcastic. The teacher should have responded personally to clarify the misunderstanding.

Appropriate Teacher Response:

Mr. and Mrs. Jones,

I am sorry for any misunderstanding. I would like to discuss this with you at your convenience. Would you be available to meet during my planning time, 10:15-11:05, or before or after school? Thank you.

Sally Teacher

Campus

281-897-1122

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Email from Parent:

Cameron informed me that he was not involved in the bathroom incident on Monday. He happened to be there when the situation occurred. You sent all of the boys in the restroom to the office. You would not listen to his side of the story. I would like to meet with you and the principal regarding this matter. Cameron was very upset and I would like this incident to be address immediately.

Mr. Jones

Inappropriate Teacher Response:

After speaking with Tim Hall, Randy Smith, and Cameron, I could not tell what happened. All three boys were pointing at each other. My only option was to write an office referral for all of them. If you have other questions, please call the Assistant Principal, Frank Allow, who handled the situation. By the way, in your message, that should be "addressed immediately," not "address immediately."

Sally Teacher

Why is this response inappropriate?

Cypress-Fairbanks ISD Board Policy CQ (Local), CQ (Regulation) and Exhibit A regulate the use of email. The teacher should not have listed other students' names in an email communication. Also, correcting the parent's spelling is not an appropriate response to an email.

Appropriate Teacher Response:

Mr. Jones, I listened to each student's side of the story individually. I was unable to get a clear understanding of the incident. Therefore, I referred all of the boys to the office to speak with Frank Allow, the assistant principal. Please contact Mr. Allow and me if you have additional questions. Thank you.

Sally Teacher

Campus

281-897-1122

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Administration

Email from Parent:

Taylor can go on the field trip. She left the permission slip on the kitchen table. Things are just so busy at our house.

Mrs. Jones

Inappropriate Teacher Response:

I know you are busy. Tayler can go.

Why is this response inappropriate?

This teacher's response has two problems. First, the student's name is misspelled. Secondly, district policy mandates that email responses may not take the place of a required parent signature on field trip forms.

Appropriate Teacher Response:

The district policy states that the school must have a letter with the parent's signature allowing permission to attend the field trip. You may fax the letter or bring it to the school this morning before 8:30 a.m. Upon receipt of the letter, Taylor may attend the field trip.

Thank you.

Sally Teacher

Campus

281-897-2211

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Parent Email Question 1 ⚙️ 🔍 ✕



Think about it...

You want to communicate with your students' parents via email. When would be a good time to collect their email addresses?

Multichoice

Answer 1: At Open House

Response 1 That is correct!

If you want to communicate with students' parents via email, you could collect e-mail addresses at Open House.

Score 1

Jump Next page

Answer 2 : Require your students to bring in the email address as a daily grade.

Response 2 That is incorrect!

If you want to communicate with students' parents via email, you could collect e-mail addresses at Open House.

Score 0

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Parent Email Question 2 ⚙️ 🔍 ✕



Think about it...

You absolutely despise calling parents when their students are failing. You decide to email them instead. Is this appropriate?

Multichoice

Answer 1: No

Response 1 That is correct!

Email is appropriate after the initial phone or face-to-face contact.

Score 1

Jump Next page

Answer 2 : Yes

Response 2 That is incorrect!

Email is appropriate after the initial phone or face-to-face contact.

Score 0

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Recognition

First and last names and grade level may be used on the Internet to recognize personal achievements.

Permission for the following items is granted or denied through the initial Emergency Information & Medical/Parent Authorization Form given to each student at the beginning of the school year.

Student Work

Student work will be published on a cfisd.net web page or other online public facing tools only with parental permission. Examples of published work could include short stories, poems, slide shows, and/or art work. First and/or last names may be included with the student work.



Photographs

Student photographs will be published on a cfisd.net web page or other online public facing tools only with parental permission. If a photograph of the student is included with the posting of the recognition and/or student work, only the first or last name may be included with the photograph.

Exceptions to the above

Any exceptions to the items above will be secured through the Communication Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permission to do so.

Web Authoring

The district, the campuses, and the teachers have an authorized web site. Students, district employees, and community members are prohibited from authoring a private website which represents itself as the official site for the district. For example, this would include, but not be limited to, campus and department sites.

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Publishing Question 1



Think about it...

True or False. I am sponsoring a school club and have created a club website on my own time and am hosting it on my own server. The CFISD school website will agree to link to my page.

True/false

Answer 1: False

Publishing Question 1

Response 1 That is correct!

The district will not link to sites outside the district web site.

Score 1

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Answer 2 : True

Response 2 That is incorrect!

The district will not link to sites outside the district web site.

Score 0

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Publishing Question 2



Think about it...

A student of mine won a writing award. I want to place a picture of her receiving the award on our CFISD school website. I also want to publish the award-winning paper she wrote. What do I have to do to accomplish this goal?

Multichoice

Answer 1: Obtain written parent permission for publishing this information.

Response 1 That is correct!

A written parent permission for publishing this information will need to be obtained prior to publishing the student's work and/or photographs of the student.

Score 1

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Answer 2 : Post any images or student work you want as there is no oversight.

Response 2 That is incorrect!

A written parent permission for publishing this information will need to be obtained prior to publishing the student's work and/or photographs of the student.

Score 0

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Fair Use and Copyright

**Reflection - Point/Counterpoint****How would you respond to these viewpoints?**

"I should be able to download music or burn music CDs for my friends if I want to. Who is it hurting?"

-High School Student, Cy-Fair ISD

"My producer, my co-writers, my musicians have a big part in my albums. When you download music illegally, those folks don't get paid."

-Brad Paisley - Top Male Vocalist from Academy of Country Music Awards

Activity 1: How serious is student responsible use?

Read the following example of illegal network access by students:

"Two Ohio high school students face expulsion and criminal charges after allegedly using their access to a Web server to post a notice that the local schools had closed due to snow."



Click to read the full article

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Aup Page 1

What is the punishment for the crime of using the internet irresponsibly?

Multichoice

Answer 1: Jail time and possible fine

Response 1 That is correct!

Score 1

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Answer 2: Detention

Response 2 That is incorrect!

Score 0

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Activity 2

Printed Material Copyright--What is acceptable?

Read the following copyright requirements for printed material and then test yourself in the scenario below the information.

Specifics:

- Poem less than 250 words; 250-word excerpt of poem greater than 250 words
- Articles, stories, or essays less than 2,500 words
- Excerpt from a longer work (10% of work or 1,000 words, whichever is less)
- One chart, picture, diagram, or cartoon per book or per periodical issue
- Two pages (maximum) from an illustrated work less than 2,500 words; e.g., a children's book

What you can do:

- Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes
- Students may incorporate text into multimedia projects
- When using resources found online, the source must be cited giving credit to the author(s)

The Fine Print:

- Copies may be made only from legally acquired originals
- Only one copy allowed per student
- Teachers may make copies in nine (9) instances per class per term
- Usage must be "at the instance and inspiration of a single teacher;" i.e., not a directive from the district
- Don't create anthologies
- "Consumables," such as workbooks, may not be copied

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Question 3



"My favorite textbook for this unit is no longer published! Luckily, I have a copy of it, and my students are photocopying the book. I'm not violating copyright, am I?"

Multichoice

Answer 1: No way!

Response 1 That is correct!

Score 1

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Answer 2 : Copy away!

Response 2 That is incorrect!

Score 0

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Activity 3



Activity 3 Archiving Printed Material--What is acceptable?

Read the following copyright requirements for printed material archives and then test yourself in the scenario below the chart.

Specifics

- An entire work
- Portions of a work
- A work in which the existing format has become obsolete; e.g., a document stored on a Wang computer

What you can do

- A librarian may make up to three (3) copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen."

The Fine Print

- Copies must contain copyright information.
- Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.

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Question 4



"As the high school media specialist, I often make a backup of our out-of-print books for archival purposes."

Multichoice

Answer 1: Copy Away!

Response 1 That is correct!

Score 1

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Answer 2 : No way!

Response 2 That is incorrect!

Score 0

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Activity 4 Illustration and Photographs--What is acceptable?

Specifics

- Photograph
- Illustration
- Collections of photographs
- Collections of illustrations

What you can do

- Single works may be used in their entirety, but no more than five (5) images by a single artist or photographer may be used.
- From a collection, not more than 15 images or 10 percent (whichever is less) may be used.
- When using resources found online, the source must be cited giving credit to the author(s).

The Fine Print

Although older illustrations may be in the public domain and don't need permission to be used, sometimes they are part of a copyright collection. Copyright ownership information is available at <http://www.loc.gov/> or <http://www.mpa.org/>

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"I'm creating my senior project for BCIS. I used an entire collection of one artist's images from the Smithsonian Art Museum website. Is that legal?"

Answer 1: No Way!

Response 1 That is correct!

Score 1

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Answer 2 : Copy Away!

Response 2 That is incorrect!

Score 0

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Activity 5 Video (for integration into multimedia or video projects)--What is acceptable?

Specifics

- Videotapes
- DVDs
- Laserdiscs
- Multimedia encyclopedias
- QuickTime Movies
- Video clips from the Internet

What you can do

- Students "may use portions of lawfully-acquired copyright works in their academic multimedia," defined as 10% or three (3) minutes (whichever is less) of "motion media."
- When using resources found online, the source must be cited giving credit to the author(s).

The Fine Print

- The material must be legitimately acquired: a legal copy (not bootleg) or home recording.
- Copyright works included in multimedia projects must give proper attribution to the copyright holder.

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"I used a short video clip from a movie in my PowerPoint project for World History. I wrote a citation giving credit to the author. Can I do this legally?"

Multichoice

Answer 1: Copy Away!

Response 1 That is correct!

Score 1

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Answer 2 : No Way!

Response 2 That is incorrect!

Score 0

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Activity 6



Activity 6 Computer Software--What is acceptable?

Specifics

- Software (purchased)
- Software (licensed)

What you can do

- A library may lend software to patrons.
- The software may be installed on multiple machines and distributed to users via a network.
- The software may be installed at home and at school.
- Libraries may make copies for archival use or to replace lost, damaged, or stolen copies of the software is unavailable at a fair price or in a viable format.

The Fine Print

- Only one machine at a time may use the program.
- The number of simultaneous users must not exceed the number of licenses, and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users.
- Take aggressive action to monitor that copying is not taking place (unless for archival purposes).

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Question 7



"My mom saved my Barney Math game to all five computers in her classroom. She says her students like my game, too."

Multichoice

Answer 1: No Way!

Response 1 That is correct!

Score 1

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Answer 2: Copy Away!

Response 2 That is incorrect!

Score 0

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Resources



Copyright and Fair Use Guidelines for Teachers



Factors of Fair Use



Fair Use Simply Explained

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Administration



Have any questions about the Acceptable Use Policy? Click the link to email your CFISD contact person.

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