

ARANSAS PASS INDEPENDENT SCHOOL DISTRICT

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Please read the following carefully before signing the attached contract.

PURPOSE: Aransas Pass Independent School District (APISD) offers a telecommunications network ("the network") to students, educators and community people for the sole purpose of education. The network is funded by local resources. The school district leverages funds from Universal Services Administration Company-School and Library division (E-rate) and other grant and service providers to assist in the cost. APISD is proud to provide these services and believe that these resources offer vast, unique, and diverse resources to the whole community.

Services include

- local area network connecting district computers by wire and wireless to district network resources and the Internet;
- videoconferencing to promote sharing of educational resources with surrounding schools and remote locations;
- computers for use by students, teachers and staff;
- voice over IP phone service;
- locally housed employee email;
- web services;
- automated dialing services for mass communication with parents;
- network printing;
- educational and productivity software;
- training on technology etiquette and appropriate behavior.

While the connection to the outside world has many benefits, there are also perils associated with the connection to the rest of the world. Sensitive information must be preserved, individual rights must be respected and the equipment must be protected from external and internal damage. APISD has taken precautions, which restrict user access to information and controversial materials as required by the Children's Internet Protection Act (CIPA). However, on a global network, it is impossible to control all materials. To maintain a healthy environment on "the network", proper conduct and strict adherence to guidelines by the end user are required. In general this requires ethical, efficient and legal utilization of the resources. Users who violate any of these provisions will be punished and may lose their account and denied access in the future. Aransas Pass ISD believes that each user should be responsible users of technology to achieve this goal each year all persons using Technology Resources at APISD will be required to review these terms and provide documentation that they agree to conform to the terms. Each campus will provide education for all students and employees about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required in the Protecting Children in the 21st Center Act, Neighborhood Children's Internet Protection and Children's Internet Protection Act.

TERMS AND CONDITIONS

- 1) **CONSEQUENCES FOR REJECTION OF USER POLICY:** Network resources will be denied to any user that has not indicated they have read and agreed to the policies beginning the second week of instruction.
 - **ACCEPTABLE USE AGREEMENT:** Failure to sign or selecting the rejection statement will result in the user being blocked from all Internet resources. The user will still have access to computer resources and resources that are on the local network.
 - **DIGITAL IMAGE AGREEMENT:** Prior to having the students' image; used in a video-conference, posted on a web page or transmitted in any manner, an individual must sign and agree to this statement. ONLY a students' first name may be used on a web-site that is available outside the school district. The district will not use the web-site to post addresses or phone numbers of students.
- 2) **MONITORED USE:** You will be assigned an individual account, and you are responsible for not sharing the password or that account with others. Electronic mail transmissions and other use of the district's technology resources by students, employees, and members of the public shall not be considered private. Designated district staff shall be authorized to monitor the district's technology resources at any time to ensure appropriate use.
- 3) **ACCEPTABLE USE:** Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance 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.

All use of "the network" must be in support of education. Any use of "the network" for commercial or for-profit purposes is expressly prohibited.

A) **DIGITAL CITIZENSHIP** - Each user is expected to abide by the generally accepted rules of digital citizenship. These include but are not limited to:

- Be polite. Do not write or send abusive messages or materials to others.
- Use appropriate language. Do not swear; use vulgarities or other inappropriate language. Do not reveal address or phone numbers to people on the Internet.
- Immediately report communication that makes you feel uncomfortable.
- Do not use "the network" in such a way that would disrupt services to others.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via "the network" should be assumed to be public property.
- Students are not allowed to make online purchases; employees are allowed to make school purchases online.
- Not all information on the Internet is true; users are required to verify sources.
- Understand that along with technology rights comes responsibility in actions as well.

B) **SECURITY** - Users are prohibited from "hacking" or "breaching network security" of this or any other network. Any user identified as a security risk may have the account disabled. Attempting to

circumvent network security is prohibited. If you discover a possible security problem, immediately report the problem to the system administrator. DO NOT demonstrate the problem to others.

C) **COPYRIGHT** - Respect and protect the intellectual property of others. Users will not use "the network" or its components to violate the copyright of any material or download and install unapproved software. Please check the copyright rules of the materials you are using.

D) **HARASSMENT** - No user will use "the network" to send hate mail or to send messages or materials that are pornographic, derogatory or discriminatory in nature. Students should report threatening or discomfoting material including "Cyber-bullying" to the campus principal.

E) **UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES** - Users are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, 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 and may, in certain circumstances, be reported to law enforcement.

F) **MONITORED USE** - Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

G) **LIMITED PERSONAL USE** - Limited personal use of the District's technology resources shall be permitted if the use:

- Imposes no tangible cost on the District;
- Does not unduly burden the District's technology resources; and
- Has no adverse effect on an employee's job performance or on a student's academic performance.

H) **STUDENT USE OF ELECTRONIC MEDIA** - Refer to the APISD student handbook section titled "ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)"

- 4) **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES:** A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. It is the responsibility of the campus principal to set guidelines for use of the devices on the campus.
- 5) **DISCLAIMER OF LIABILITY:** The District shall not be liable for users' inappropriate use of the District's technology resources, 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 availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

- 6) **SAFE USE OF EQUIPMENT:** To provide for a safe work and educational environment, always use technology equipment in a safe and appropriate manner. Electrical circuits should not be overloaded. In most areas, special power outlets are provided for computer use. DO NOT use these outlets for devices other than computers, monitors or speakers. Do not overload electrical circuits by using power strips or surge protectors. Due to the amount and function of electricity required to run laser printers, they should be on a separate circuit from computers and other technology equipment. Except in very temporary situations cables should not be run across the floor where people walk; in these cases the cords should be protected from wear with an appropriate cover and the cover should be attached to the floor to prevent tripping.
- 7) **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data, "the network", the equipment or the software that is associated with "the network". This includes developing or loading a virus. APISD may file criminal charges on individuals that vandalize any property of APISD.
- 8) **PERSONAL INFORMATION:** Students should not give personal information (name, address, phone number...) to other online users or websites. Students should not give other student information to others. Unless approved by the superintendent no student information will be provided to outside source through electronic means. A student's directory information may be withheld at the parent's request. Users should not provide personal information to unknown sites or persons.

RECOMMENDED DISCIPLINE

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