

Acceptable Use Policy (AUP)

Bring Your Own Technology

1. CISD is now allowing staff and students the option to Bring Your Own Technology (BYOT). **Staff** may use a personal device in place of (or along with) their district assigned devices if they choose. **Students** may use a personal device in class for instructional use with teacher permission.
2. **I understand that if my device is damaged or stolen while on CISD property I will not hold the CISD liable for the replacement or repair of my device. I understand that any data and/or SMS/MMS (texting) charges will not be reimbursed by the CISD.**
3. Parent, student, and staff must attend a class to get device wireless “certified” with a special sticker that is non-transferrable/non-removable before a device will be able to access the school network.
4. Any use of personal devices must be approved by the classroom teacher. Otherwise, devices should be kept concealed.
5. Teacher must approve classroom use of technology, and should be trained in its use.
6. Any phone call(s) must take place in the presence of an adult.
7. Parents must sign something to give permission to use texting in case students go over their allotment. CISD will not be accountable for any overage charges on any devices.
8. Students should not access inappropriate materials from their cellular service while on CISD property or at CISD event.

I understand that for my device to be compatible with the CISD BYOT initiative some software may need to be installed on the device. I understand that the CISD may provide accessories that can be installed and used with my personal device. These accessories will remain district property and will be maintained according to the currently established procedures in the CISD. At such time as I choose to leave the CISD, any of the CISD owned accessories will be returned prior to my last day, and I will be responsible for removing any licensed CISD software from my device(s). I understand that I will **only** have access to the guest wireless service that the CISD has provided. I understand that I will not have access to the wired network. I understand that my Internet will still be filtered by the CISD content filter when I am connected to the guest wireless service.

General Policies

1. The purpose of a CISD user account is to access the CISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.
2. Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
3. CISD user accounts are owned by the CISD; Consequently they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by CISD staff at any time without prior notice and without the permission of any user. The CISD reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.
4. **Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through the CISD computer network.** These are subject to review by the CISD at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.
5. A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the CISD.

The Clifton Independent School District strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By deploying a filtering system, CISD will make every effort to protect students

and teachers from any misuses or abuses as a result of their experience with an information service. This places CISD in compliance with CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the CISD *Student Code of Conduct* to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the CISD *Student Code of Conduct* for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

Network Guidelines

1. Personal Safety

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (*Safety violation*)
- b. I will not agree to meet with someone I have met online without my parent's approval. (*Safety violation*)
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. (*Safety violation*)

2. Illegal Activities

- a. I will not attempt to gain unauthorized access to Clifton ISD's district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (Theft)
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (Vandalism)
- c. I will not use Clifton ISD's district network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (Drug and safety violation)
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism)
- e. I will not install software on any CISD computers or on the CISD network without direct supervision of CISD staff. (Vandalism)
- f. I will not alter hardware or software setups on any CISD computer resources. (Vandalism)

3. Security

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (*Safety violation*)
- b. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (*Safety violation/theft*)
- c. I will take all precautions to avoid the spread of computer viruses. (*Vandalism*)
- d.** I will not attach non-CISD computer equipment or peripherals to the CISD network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs. (*Safety*)

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (*Derogatory statements/disruption of education*)
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (*Derogatory statement/sexual harassment*)
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (*Derogatory statements/disruption of education*)

- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (*Disrespecting others' rights/disruption of education*)
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization. (*Derogatory statements/disruption of education*)

5. Respect for Privacy

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (*Disrespecting others' rights*)
- b. I will not post private information about another person. (*Disrespecting others' rights*)

6. Respecting Resource Limits

- a. I will use the technology at my school only for educational and career development activities. (*Disruption of education*)
- b. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (*Disruption of education*)
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment. (*Disruption of education*)
- d. I understand that CISD personnel may monitor and access any equipment connected to CISD network resources and my computer activity. Clifton ISD personnel may delete any files that are not for a classroom assignment. (*Security*)

7. Plagiarism and Copyright Infringement

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (*Theft*)
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions. (*Theft*)

8. Inappropriate Access to Material

- a. I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation*)
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure to comply with directives*)
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The District fully expects that I will follow my parent's instructions in this matter. (*Respect for others violation*)
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (*Disruption of education*).