

Gause Independent School District Technology Acceptable Use Policy

ACCOUNTS

- Students will have a personal account to access our networked computer system, including the Internet and email.
- Access to an account will be through an **individually assigned user name and password**. New student user accounts will be created at the beginning of each school year.
- **Internet access is filtered** through the GISD Lightspeed filtering technology. All Internet calls from each and every computer in our system are routed through that server. If a computer does not send the page request to the filtering server, then our router will NOT pass the request.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- In accordance with our district vision of producing life-long learners, our students may find it beneficial to create accounts in third party systems. These accounts will be used at school for school projects but may also be accessed outside of school with parent permission. The use of these accounts will facilitate our students in mastering effective electronic information and communication skills as required in the Texas Essential Knowledge and Skills for Technology Applications. By signing and returning this document, I give permission to the GISD to create and manage third party accounts (including but not limited to: Google Apps, Edmodo, Sumdog) for my child.

RESPONSIBLE USE AND DIGITAL CITIZENSHIP

- **Respect Yourself:** I will select online names that are appropriate and I will be polite and use appropriate language/content in all online posts.
- **Protect Yourself:** I will not publish personal details, contact details or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credentials. I understand that I am responsible for maintaining and backing up all of my own data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher or administrator before engaging in that activity.
- **Respect Others:** I will not use technologies to bully or tease other people. I will not make audio or video recordings of students or employees without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.
- **Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.
- **Respect of Intellectual Property:** I will properly cite any and all use of websites, books, media, etc. I will respect all copyrights.
- **Protect Intellectual Property:** I will request to use the software and media that others produce.

ACCEPTABLE USE

Computers in education have grown to be an indispensable tool in the classroom. To maintain the availability of this tool at a very high level, it is imperative that proper supervision be exercised at all times.

- Computer use must be in support of education and research consistent with district policy.
- Computer use for commercial purposes is not acceptable.
- Learn to properly credit any Internet sources just as you would conventional texts.
- It is unacceptable to waste school resources through improper use of the system (excessive printing of personal work or modifying a computer's settings, causing it to become unavailable to other users are two examples).
- A limited amount of personal use of the computer and Internet access is acceptable. The definition of 'limited' is left up to the discretion of the teacher in charge and to the superintendent. Abuse may result in loss of access and other disciplinary action.
- No students or other children are permitted to work on computers unsupervised, at any time.
- Unauthorized use of copyrighted software, or other copyright protected material found on the Internet, is prohibited, without the written permission of the copyright holder.
- No software may be loaded on any school computer without the knowledge and permission of the technology office. Not only are there potential software piracy issues, but also compatibility issues: some software just won't work well in our network environment and with the other software that was previously installed.
- DO NOT download or activate any email software or programs on one of the GISD computers. (For example: AOL) Participation in any chat room or news group is generally prohibited. For classroom use, some news-groups may be permitted under a teacher's supervision.
- Maintain a backup copy of any stored files that you need to keep, if their loss would be costly in terms of your time. Each user has a personal folder, mapped by your logon script, and stored on one of our servers. Files in this folder are backed up daily.

PRIVILEGES

- Access to the school computers, to the Internet and to email are **not a right but a privilege**. If the user damages software or hardware, then the user will be assessed a damage fine.
- **Unacceptable usage** will result in limited (up to and including no usage) access to the computer system and its resources.
- **Training will be provided** for each individual needing to use our computer system and its resources, for those not enrolled in a computer class. Ask for assistance if you find yourself unfamiliar with the tools you need to use.

COMPUTER ETIQUETTE

- Use the computer systems **properly and sensibly**:
- **Be polite** to others whether they are physically beside you or using the computer on the other end of your network connection.
- **Do not use** vulgar or obscene language and pictures, gestures, motions or symbols.
- Students should not provide any personal information beyond their first name, while communicating on the Internet.
- Do not intentionally disrupt the network or another person's access to the computer system.

SECURITY

- Each account is accessible through a user name and password to log on to the system. These two 'words' give the user certain access to computer devices throughout the system as well as access to the Internet and an email account.
- Log-in to use a computer, and log-out when you complete your task on the computer.
- Internet access must be through the filter server using Lightspeed Technologies. **DO NOT** attempt to by-pass the filtering server.
- If you identify a security problem (virus, etc...), notify a teacher or the Technology Coordinator immediately. Your data and account access may be at risk.
- Do not reveal your account password or allow another person to use your account. If you suspect that another person is using your account, then you should change your password immediately. Ask the Technology Office for assistance.
- Attempts to log on as another user may result in the loss of your access, loss of your account, loss of computer privileges or other disciplinary action to be determined by the superintendent.
- Users must notify the district system administrator of any change in account information except the changing of your password.
- Under certain conditions, your old account may be deleted and a new account created. Contact the network administrator, through your teacher, if you have a problem with your account.

PENALTIES

- Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions, including criminal prosecution.
- School and district administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

INAPPROPRIATE USE OF TECHNOLOGY

- Students are prohibited from sending or posting 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 if it results in substantial disruption to the educational environment.** Any person taking, disseminating, transferring, sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.
- Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of bullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action.

DAMAGE

- The Gause Independent School District will not be responsible for any damages a user may suffer, including the loss of data, damaged storage devices, and the accuracy of information obtained through this Internet connection.

BRING YOUR OWN DEVICE POLICY & PROCEDURES

- Gause ISD allows students to bring and use their own personal devices in classrooms designated as GISD BYOD (Bring Your Own Device) Classrooms. Students in BYOD Classrooms may use a personal device for instructional use with teacher permission. GISD is not responsible for damage or theft of student devices. GISD is not responsible for any data and/or SMS/MMS charges incurred by the student.
- Gause ISD uses Instructional Technology as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st century skills, Gause ISD will allow personal devices on our network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding BYOD.
- Gause ISD provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized and alternate modes of participation will be available.
- An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year, and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

BYOD TYPES

- For the purpose of this program, the word "devices" will include: laptops, cell phones, smart phones, iPads, iPods, and tablets. **Please note that Nintendo DS, PSP and/or other gaming devices with internet access are not permissible at this time.**

BYOD GUIDELINES

- Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, Student Handbook, and all Board policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in **silent mode** while riding school buses and on school campuses, unless otherwise allowed by a teacher.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- **Students may not use devices to record, transmit or post-photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.**
- Devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted, unless otherwise allowed by a teacher.

**BYOD STUDENT AND
PARENTS/GUARDIANS
ACKNOWLEDGE THAT**

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from bringing a device on premises that infects the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information, and Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- Gause ISD is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Gause ISD is not responsible for the content accessed by users who connect via their own data plans, air-cards, etc

**BYOD LOST, STOLEN, OR
DAMAGED DEVICES**

- Each user is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately, **Gause ISD takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.** While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

BYOD USAGE CHARGES

- Gause ISD cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use.

**BYOD NETWORK
CONSIDERATIONS**

- Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "Gause Guest" wireless network to access the internet. Gause does not guarantee connectivity or quality of connection with personal devices, but will provide trouble-shooting documentation on how to connect with a variety of operating systems and devices.

(Please read, sign and turn THIS PAGE in to the office)

I understand that my computer use is not private and that the district will monitor my activity on the computer system. I accept that staff may review files and communications to insure that users are using the system responsibly. I do not expect that files stored on servers, diskettes or local hard drives would always be private.

I have read the district's technology acceptable use policy and agree to abide by their provisions. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of or inability to use, the system, including, without limitation, the type of damages identified in the district's policy and administrative regulations.

Student Name (Please Print)	
Signature of Student	
Date	
Grade for 2012/2013	

**Parent or Guardian
(Complete below portion)**

My child has permission to participate in the GISD electronic communications system including computer network, email, internet, and/or ITV classroom.	Yes Please circle one	No Please circle one
My Child's work may be electronically displayed and published by GISD.	Yes Please circle one	No Please circle one
Photographs of my child may be electronically displayed and published by GISD.	Yes Please circle one	No Please circle one
My child's first name only may be used in association with a photograph or other published work.	Yes Please circle one	No Please circle one

Parent or Guardian Name (Please Print)	
Signature	
Date	
Home Phone Number	