

## **Abbott ISD Computer Network and Internet Acceptable Use Policy (AUP)**

### **July 2018**

The Internet is a vast and rapidly growing worldwide network linking millions of computers and used by educators, businesses, the government, the military, and organizations. Electronic technology has increased the speed and universality of the flow of information making it possible for people to travel beyond their geographical, physical or financial limitations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Local area networks and Internet access are available to students, teachers, and administrators of Abbott ISD. We are happy to offer these services and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world via e-mail. Online resources available on the Internet will allow classroom projects such as pen pal discussions, scientific data collection, and international cultural exchanges. News retrieval services, encyclopedias, software of all types, scientific and educational databases will be instantaneously accessible to students and teachers. Students will use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational information needs. They can reach out to other people and locations to share information, learn concepts and research subjects. Using the Internet expands the range of information usually available to children and young people and challenges their intellect.

With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Because the Internet is a fluid environment, the information that will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. Families should be aware that some material may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, industrious students may find ways to access other materials. We believe that the benefits to the students from access to the Internet in the form of information resources and opportunities for collaboration far outweigh the disadvantages. Each District computer with Internet access shall be connected to filtering software that blocks access to material that is obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the a network administrator. The technology coordinator shall enforce the use of such filtering software. Upon approval from the technology coordinator or other authorized person, the filtering software may be disabled for bona fide research or other lawful purpose.

The networking environment requires that school officials define acceptable use guidelines for student exploration and use of electronic information resources. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards, and the specific rules set forth below. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Network storage areas may be treated like school lockers.. We reserve the right to inspect any all files, documents, and graphics stored in public and private areas of our network in order to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on AISD servers will always be private.

The following policy for acceptable use of computers and networks including the Internet, shall apply to all district administrators, faculty, staff, and students. All technology equipment shall be under the supervision of the district personnel including, but not limited to, the technology coordinator, computer technician, computer teacher, library/media specialist, and respective aides.

**Availability of Access:** Access to the District's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations, district policy and law.

### **RULES FOR APPROPRIATE USE**

- If you are assigned an individual account for hardware and Internet access, you are responsible for not sharing the password for that account with others.
- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.
- The account is to be used primarily for educational purposes, but some limited personal use is permitted.
- As applicable, you must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
  - Remember that people who receive email from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USES**

- Using technology resources for any illegal purpose or in violation of district policy.
- Damaging electronic communication systems or electronic equipment including: a) knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable; b) disfiguring or altering equipment, or displaying lack of reasonable care in its use.
- Disabling or attempting to disable any Internet filtering device. Requests to disable a filtering device should be made to the District's technology coordinator.
- Accessing sites not authorized under the District's filtering policies. Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Use of unlicensed software, or altering district installed software.
- Wasting school resources through improper use of the District's technology resources, including creating and distributing chain letters, sending spam, or setting up equipment so that it can act as an "open relay" for third-party spammers, or providing products or services for pay, i.e., outside employment.
- Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.

- Gaining unauthorized access to restricted information or resources.
- **If you are a student:**
  - Posting or transmitting personal information about yourself or others, such as addresses and phone numbers.
  - Responding to requests for personally identifying information or contact from unknown individuals.
  - Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

**CONSEQUENCES FOR INAPPROPRIATE USE:** Noncompliance with applicable regulations will result in a) suspension of access to District technology resources; b) revocation of account; c) disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

**REPORTING VIOLATIONS:** Immediately report any known violation of the district's applicable policies, Internet Safety Plan or acceptable use guidelines to the technology coordinator or, if you are a student, to a supervising teacher. You must report requests for personally identifying information or contact from unknown individuals as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal

### **Monitored Use and Filtering**

Electronic mail transmissions and other use of the electronic communications shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

### **Internet Safety**

Abbott ISD controls students' access to inappropriate materials, as well as materials that are harmful to minors. AISD also makes every effort to ensure student safety and security when using District electronic communications including a) preventing unauthorized access, hacking and other unlawful activities, b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students, and c) educating students about cyber bullying awareness and response, as well as appropriate online behavior.

### **Education**

Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education is designed to promote district standards and acceptable use of technology resources as set forth in the AISD Internet Safety Plan, Board Policy, and Acceptable Use Guidelines. Education promotes student safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response. Users will be provided copies of the District's acceptable use guidelines.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws.

## **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited

## **Warning**

System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate or objectionable material.

## **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. 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 communication system(s).

## **Disclaimer of Liability**

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

## **Copyright**

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

## **Agreement**

The Abbott Independent School District is pleased to offer students access to a computer network for the Internet. To gain access, all students must read and sign the attached form and must obtain parents permission as verified on the attached form. Should a parent prefer that a student **NOT** have Internet access, use of the computers is still possible for more traditional purposes in the classroom setting.

The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. Use of the network or Internet without a signed AUP will be considered implicit and total acceptance of all AUP terms and conditions for access.

**Acceptable Use Agreement - Faculty and Staff Signature Form**

I, \_\_\_\_\_, understand that use of school owned computers, hardware, and software, as well as using the Internet and other networks, is a privilege, and not a right. I have this privilege provided that I:

1. abide by the rules concerning computers and network usage;
2. do not break any laws using computers;
3. do not access the Internet or other network to break laws;
4. do not send any abusive profane, or obscene language over any computer or computer network;
5. do not give or tell anyone my password, account number, or identification number, or that of anyone else;
6. do not violate the guidelines or rules of the Internet access provider;
7. do not buy on school owned equipment or with school board or school money any services or items which may be available over the Internet or any other network either for myself, the school, the school board or any person;
8. do not use any computer, hardware or software in any unauthorized manner;
9. do not make any changes to computer or program settings; and

I have read the guidelines about computer use. I agree that I shall not break any of the rules, and if I do violate any of them, my privilege to use school owned computers, hardware and software, as well as using the Internet or other computer networks may be lost.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**To Be Kept  
By Employee**