Franklin Independent School District
Technology Responsible Use Policy

GENERAL POLICIES

- 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 FISD 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.

- 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 FISD to create and manage third party accounts (including but not limited to: Google Apps, Edmodo, iStation, Read180) for my child.

- Franklin ISD is working to highlight students and teachers in their academic and extracurricular activities. FISD students’ work, picture, video footage, verbal statements, and first name may appear in internal/external print and/or electronic publications unless parents/guardians notify the campus principal in writing that they do not wish for student information to be published. When identifying a student in a picture, first name and last initial only will be used. Groups of student names, as for awards, teams, etc., may be published without any identifying picture of the individuals. In accordance with the Family Educational Rights and Privacy Act (FERPA), no student’s e-mail address, personal web address, street address or telephone number will be published.

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 principal in charge of each campus 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 FISD computers. 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 Google Account with Google Drive storage.

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. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

**DAMAGE**

• The Franklin 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 TECHNOLOGY
POLICY & PROCEDURES

Franklin ISD allows students to bring and use their own personal devices in classrooms designated as FISD BYOT (Bring Your Own Technology) Classrooms. Students in BYOT Classrooms may use a personal device for instructional use with teacher permission. FISD is not responsible for damage or theft of student devices. FISD is not responsible for any data and/or SMS/MMS charges incurred by the student.

Franklin 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, Franklin 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 B.Y.O.T.

Franklin 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 B.Y.O.T. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.T. 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.

B.Y.O.T. DEVICE 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.

B.Y.O.T. GUIDELINES

- Students and parents/guardians participating in B.Y.O.T. 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.
B.Y.O.T. 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.

- Franklin 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.

- Franklin ISD is not responsible for the content accessed by users who connect via their own data plans, air-cards, etc.

B.Y.O.T. 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, Franklin 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.

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

B.Y.O.T. USAGE CHARGES

B.Y.O.T. NETWORK CONSIDERATIONS

- Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “Franklin Guest” wireless network to access the internet. Franklin 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.
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.

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Parent or Guardian
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