

DANBURY INDEPENDENT SCHOOL DISTRICT

STUDENT GUIDELINES FOR ACCEPTABLE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES

As the funding and controlling entity, Danbury ISD is responsible for the supply and maintenance of all hardware, software, peripheral equipment, and cabling. The school district has total control over these items. While this equipment is for student use in an instructional setting, we reserve the right to bar any student from using the equipment if that person has stolen, misused, or abused any technology resource. With this in mind, we have set out guidelines for students to follow. Danbury ISD staff members shall report to the building administrator or the Technology Director any incidents of unauthorized or unacceptable access or use, to include the names of those responsible.

1. Computer users shall respect and protect the intellectual property and privacy of others. They cannot install, remove, alter, or copy a copyrighted program, music, game or movie from the network, internet or hard drive from any district computer. They shall not plagiarize. They shall use only assigned accounts.
2. Computer users cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any district computer. While installing or copying this type of software is not illegal, we feel this is not appropriate behavior for our students. The network is designed for specific instructional programs and is not a playground for student games.
3. Computer users shall not, for any reason, alter (either physically or electronically), damage, or destroy any computer, network, or associated technology. Vandalism will be reported to the police. The user will be held monetarily responsible for the damage or destruction of any computer, network, or associated equipment.
4. Computer users will not try to break into our computer network under any circumstances. They shall not view, use, or copy passwords, data, or networks to which they are not authorized.
5. Computer users shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate damage, or otherwise hinder the performance of any computer's memory, file system, or software (such software is often called a virus).
6. Computer users shall respect and practice the principles of community.
 - o Report threatening or discomfoting materials to a teacher/principal.
 - o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct or that is illegal (such as messages that contain pornographic, obscene, abusive, rude, discriminatory or threatening remarks, or about stolen or copyrighted works).
 - o Not send spam, chain letters, hate mail, or harassment, discriminatory remarks, and other antisocial behaviors or other mass unsolicited mailings which are prohibited on the network.
 - o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

7. Computer users shall use limited resources responsibly, efficiently, and fairly. It is not responsible to use disproportionate amounts of information resources. Examples of disproportionate uses generally include activities such as the misuse of peer-to-peer (P2P) applications, **streaming media at high bit rates, or serving a multi-user game.**

8. A student shall comply with all existing school board policies as they may be interpreted to apply to technology resources, including but not limited to the following:

Students: Student Discipline and Religious, Racial, and Sexual Harassment/Violence Policies.

9. **Use of Electronic Media**

Computer users are responsible for their public conduct with electronic media while using school equipment.

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

10. **Use of Electronic Media with Students**

Campus employees may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students.

11. **Acceptable**

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the DISD.
- Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.

- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

12. **Unacceptable**

- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the DISD adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on DISD owned equipment or through DISD affiliated organizations.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the DISD.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. DISD prohibits staff members from communicating with students through “personal” social networking accounts. The employee must comply with the provisions outlined below. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.
4. District employees may set up a school “professional” social networking account which uses and follows District guidelines. The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
5. DISD allows school related texting between staff members and 7th -12th grade students with written parental permission only. Staff members are required to also send a copy of the text message to the parent if so desired by the parent. Texting of a personal nature between staff members and student is prohibited.

Disclaimer

1. The DISD cannot be held accountable for the information that is retrieved via the network.
2. The DISD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
3. The Texas Education Agency makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and

- any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- 4. In accordance with HB 3171, Section 38.023, the Texas Education Agency has developed and made available to school districts a list of resources concerning Internet Safety. From the web address below are links to 3 types of pages which are for students, educators and parents. Within each of the pages are links that categorize different aspects of Internet safety and digital citizenship to educate and inform.

<http://www.tea.state.tx.us/index2.aspx?id=2147488069>
- 5. The DISD reserves the right to change its policies and rules at any time.

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In order to make sure that all members of the Danbury ISD community understand and agree to these rules of conduct, Danbury ISD asks that you and a parent/guardian read the following statement and then sign below.

I understand that property rights to any software created will belong to the developers with credit given to all individuals involved, with the name Danbury ISD prominently listed, and with free and unrestricted license and use by Danbury ISD employees and students.

I also understand that Danbury ISD does not warrant that computers or networks will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the computer/network or related technologies.

Your child may be selected to participate in electronic communications and needs your permission to do so. Your child may be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, museums and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the District Acceptable Use Policy. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access. Parents will be notified in the event that their child has found inappropriate material on the Internet.

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to: Use of district network only under direct supervision, Suspension of network privileges, Revocation of network privileges, Suspension of computer privileges, Suspension from school, Expulsion from school and/or Legal action and prosecution by the authorities.

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Agreement Form

RETURN ONLY THIS PAGE TO SCHOOL

Please return this agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communication system and school related texting. Signatures below indicate that the student understand the DISD Acceptable Use Policy and will abide by them and understands that violating them will result in disciplinary action.

_____ My child HAS/DOES NOT HAVE permission to use the Internet.

_____ My child MAY/MAY NOT receive "School Related" text messages, emails, messages from social networking or any other form of communication from staff members.

_____ I would like to receive a copy of any text messages sent by staff members to my child at the following number(s):

Name - _____

Name - _____

Student First & Last Name

Parent First & Last Name

Student Signature

Date

Parent Signature

Date

Homeroom/3rd Period Teacher

Grade

Office Use Only:

CPU Username: _____ Programs: _____

PIN: _____ Student ID# _____

Enabled date: _____ Disabled date: _____