APPENDIX 1

ABILENE ISD

ELECTRONIC COMMUNICATION SYSTEMS,

RESPONSIBLE USE GUIDELINES, AND INTERNET SAFETY

> **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. THIS IS A LEGALLY BINDING DOCUMENT FOR STUDENTS AND EMPLOYEES OF ABILENE INDEPENDENT SCHOOL DISTRICT.**

I.   **OVERVIEW**

The Abilene Independent School District Network (AISD network) offers access to the District's electronic communication system for educational purposes. Our goal is to promote educational excellence in the Abilene schools by providing effective and meaningful classroom instruction and administrative needs while ensuring a safe, ethical and productive learning environment. With this educational opportunity comes responsibility. It will be the user's responsibility to follow the rules for appropriate and acceptable use.

The "electronic communication system" is defined as the District's network, servers, computer workstations, peripherals, applications, databases, software, online resources, Internet access, and any other technology designated for use by students and employees.

The Internet is a network of many types of communication and information networks. With access to computers and people all over the world comes the availability of adult content or material that may be considered objectionable and may not be considered to be of educational value in the school setting. In compliance with the Children's Internet Protection Act (CIPA), the school district has installed active content filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher/administrator. If a user sees another user accessing inappropriate sites, he or she should notify a teacher/administrator immediately.

In addition, access to the electronic communication system is a privilege, not a right. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided in this document so that you are aware of the responsibility to follow the rules for appropriate and acceptable use you are about to acquire. In

general, this requires efficient, ethical, and legal utilization of the network resources. Noncompliance may result in suspension of access or termination of privileges along with other appropriate disciplinary action consistent with Abilene ISD Policies. All AISD students are required to abide by the Student Code of Conduct. All AISD employees are required to abide by the Code of Ethics and Standard Practices for Texas Educators ("Code of Ethics"), State and Federal law, and District Policy. All users must abide by ethical standards when communicating with students and employees, regardless of whether such communication takes place on campus, during instructional time, through use of the System or not. Violations of law may result in criminal prosecution as well as disciplinary action by Abilene ISD.

II.   PHILOSOPHY

1.   **Risk –** Even with filtering, blocking, and anti-virus software, controlling all materials on the AISD network is impossible. Sites accessible via the AISD network may contain material that is illegal, defamatory, inaccurate or harmful. With global access to computers and people, a risk exists that users may access material that may not be of educational value in the school setting.

2.   **User Responsibility –** AISD network users, like traditional library users, are responsible for their actions in accessing available resources. Should inappropriate materials become available, users must notify a campus teacher/administrator and/or district system operator immediately.

III.   TERMS AND CONDITIONS

Responsible Use: Abilene ISD Electronic Communication System (AISD network) access may be used to improve learning and teaching consistent with the educational goals of Abilene ISD. Abilene ISD expects legal, ethical, and efficient use of the AISD network. District-approved email accounts will be provided for staff and students based on district initiatives. District-approved social media activities that are educationally related may be used. **At no time should personal use of Abilene ISD's Electronic Communication System (AISD network) come in conflict or hinder a user's expected responsibilities.**

1.   **Privilege:** Use of a personal Abilene ISD Network account is a privilege, not a right.

2.   **Limited personal use** is permitted as long as it does not increase the cost to the District or interfere with the operations of the network.

3.   **Subject to System Administration:** All Abilene ISD Network accounts and computer usage are subject to perusal by the system administrator for virus scanning and monitoring for inappropriate use and investigation of suspected misuse at the authorized direction of Campus or District administrations regardless of cause.

4.   **Required Training:** All staff and students will participate in annual training for appropriate technology use, as required by the district.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations by Abilene ISD, that violate the rules of network

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etiquette, or that hamper the integrity or security of Abilene ISD's electronic communication system.

1. **Violation of Law:** Transmission of any material in violation of any U.S. or State law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of an AISD network account may result in litigation against the offender by the proper authorities. If such an event should occur, Abilene ISD will fully comply with the authorities to provide any information necessary for the litigation process.

2. **Commercial Use:** Use for commercial, income-generating or "for profit" activities, product advertisement, or political lobbying is prohibited.

3. **Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or devices of another user, the AISD network, or any other networks that are connected to the AISD network. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

4. **Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending unsolicited junk mail, spam, chain e-mails, or that of commercial content is prohibited.

5. **File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

6. **System Interference/Alterations:** Attempts to exceed, evade or change resource quotas are prohibited. Causing network congestion through mass consumption of system resources, attempts to disable the AISD network filter or compromising the integrity of the firewall are prohibited.

7. **Inappropriate Speech/Messages:** The following restrictions against inappropriate speech and messages apply to all communication sent and/or accessed through AISD network, including all e-mails, instant messages, texts, web pages, blogs, wikis, or other avenues of electronic communication. Users shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages. Users shall not post information that could cause damage, danger, or disruptions, or engage in personal attacks, including prejudicial or discriminatory attacks. Users shall not harass another person or knowingly or recklessly post false or defamatory information about a person or organization.

8. **Home/Personal Internet:** A user's home and personal electronic communication use can have an impact on the school and on others. A user's personal electronic communication expression, including but not limited to, a threatening message, a violent or sexual web site, a text, or a post that creates a likelihood of material or substantial disruption of the school/district's operation may result in district disciplinary action and/or criminal penalties.

9. **Bullying/Harassment:** Our district takes cyber bullying and harassment by electronic communication very seriously, and it will not be tolerated. Users shall not use any Internet or other communication device to intimidate, threaten, bully, harass, or embarrass students or staff members. Users who engage in such activity on school grounds or who engage in such activity off campus and create a material or substantial disruption of school operations (or the reasonable potential exists) shall be subject to disciplinary actions as well as possible criminal penalties.

Consequences of RUG Violation: Any attempt to violate the provisions of these procedures will result in revocation of the user's account, regardless of the success or failure of the attempt. In addition, students may face district disciplinary action (Student Code of Conduct) and/or appropriate legal action. In the event of a claim that a student has violated these guidelines, the district will provide the student with notice and an opportunity to be heard in the manner set forth in the Student Code of Conduct. Staff members may face district disciplinary action up to and including employment termination and/or appropriate legal action.

1. **Final Determination:** The Superintendent or the designee will make the final determination as to what constitutes inappropriate use.

2. **Denial, Revocation, or Suspension of Accounts:** The superintendent/designee, departmental director, campus principal, and/or the system administrator in accordance with Abilene ISD disciplinary procedures may deny, revoke, place restrictions, or suspend an account.

IV. SECURITY

1. **High Priority:** Security of the District's electronic communication system is a high priority.

2. **Reporting Security Problems:** If a user identifies or has knowledge of a security problem on the AISD network, the user must notify a teacher, campus principal, system administrator, and/or the superintendent's designee for Abilene ISD. The user shall not reveal or demonstrate the problem to others. Any user who attempts or causes a breach of system security may have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

3. **Impersonation:** Attempts to login to the AISD network as a system administrator or another user may result in suspension of access to the District's electronic communication system as well as other appropriate disciplinary or legal action in accordance with the Student Code of Conduct or board policy.

4. **Security Risks Denied Access:** Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the AISD network.

5.   **Supervision:** Staff must supervise student use of the District's electronic communication system in a manner that is appropriate to the students' age and the circumstances of use.

6.   **Filtering Software:** Users may not disable the District's filtering software at any time. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

7.   **Bandwidth:** Bandwidth utilization is monitored. Users who routinely monopolize excessive amounts of bandwidth will be notified and their usage will be examined. In order to protect and reserve bandwidth and other resources for educational use, users may not:

- Download software or files that are not for educational purposes.
- Play interactive online games.
- View non-curriculum based streaming videos/movies.
- Set their Internet browser home page to a digital media rich site (i.e. CNN, Yahoo, MSN).

V.   **INTERNET SAFETY: Internet safety of our staff and students in their use of electronic communication is a high priority.**

1.   NEVER give your username/password to anyone.

2.   NEVER tell anyone online your full name, home address, phone number, age, friend's name, your school, or any other personal information.

3.   NEVER share photos of yourself, your family, or your home with people you meet online.

4.   NEVER open attachments or click on links in an e-mail from someone you do not know.

5.   NEVER make appointments to meet people whom you meet online. Students should report to a teacher or administrator if they receive such a request.

6.   Users who view Inappropriate Use, defined above, including but not limited to bullying/harassment or inappropriate speech/messages should not respond. A teacher or administrator should be notified immediately.

7.   Do not accept e-mails, files, or web page addresses (and the like) from strangers. People who you meet online are not always who they say they are.

8.   Be aware that online information is not necessarily private.

DISCLAIMER

Abilene ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages suffered by the users. This includes loss, theft, or damage to personal devices; loss of data resulting from delays, non-deliveries, misdeliveries; intrusion by computer virus; or other service interruptions or malfunctions. Abilene ISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the AISD network is at the user's own risk. Abilene ISD is not liable for an individual's inappropriate use of the District's electronic communication systems or violations of copyright restrictions or other laws or for costs incurred by users through use of Abilene ISD's electronic communication system.

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/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/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 Intellectual Property: I will suitably 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.

The Responsible Use Guidelines of electronic communication facilities and services direct and require that all users:

1. Respect all Internet safety practices including online behavior, ethics, and netiquette.

2. Respect the legal protection provided by copyright and licenses to programs, applications, and data.

3. Respect the rights of others by complying with all present and future AISD policies regarding privacy and intellectual property.

4. Respect the rights of others by complying with all present and future AISD policies regarding sexual, racial, and other forms of cyber bullying and harassment and by preserving the privacy of personal data accessed.

5. Respect the privacy of others by not tampering with their personal devices, files, storage devices, passwords, and/or accounts in any manner.

6. Respect storage limits. Limit storage on the network to educational materials. Users will be assigned a fixed amount of storage. Users will be required to routinely review and purge unwanted and unneeded files.

7. Respect the integrity of computing systems and data, including but not limited to, infiltrating a computer system, damaging and/or altering the software or hardware components of a computer, and/or gaining unauthorized access via the network.

8. Respect the ethical standards set forth by the school district by using technology in a manner which is consistent with those standards and in a manner consistent with their intended purpose.

9. Respect and adhere to local, state, or federal law which may govern the use of technology in Texas and in the United States of America.

APPENDIX 2

Bring Your Own Device

Definition

Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: smartphones (such as iPhone or Android), tablets and eReaders (such as iPad or Kindle), laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them.

Purpose

The BYOD program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for college and career.

Bring Your Own Device

Our district is now offering filtered Abilene ISD Wi-Fi on all campuses. Students in grades K-12 may bring a personal device (laptop, smartphone, eReader, iPad, etc.) to school and use for educational purposes with teacher approval. Students are required to connect to the filtered Abilene ISD Wi-Fi to ensure access to the best online resources. Abilene ISD offers AISD-Guest Wi-Fi for parents and community members on AISD campuses.
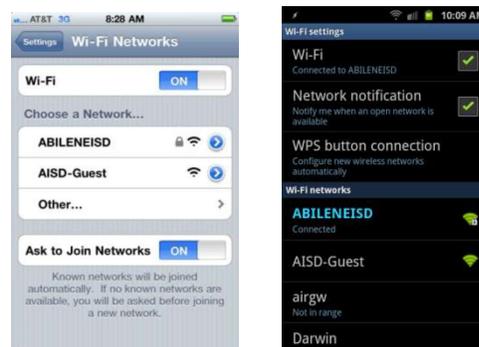
Guidelines

Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully staff or students, or useing the device for unlawful purposes will subject the student to disciplinary action. Serious offenses will be reported to the local authorities.

Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Responsibility for Devices

- The electronic devices that students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited resources will be spent to locate lost or stolen items.
- Personal devices may be subject to investigation in accordance with District Policy.
- Students are expected to keep their devices secure at all times and not loan to others.
- Students are expected to exhibit digital responsibility and follow the Responsibility Use Guidelines (RUG) while using technology.
- Use of technology is a privilege and not a right.

Responsible Use of Technology

- Use strong passwords.
- Do not share passwords.
- Keep addresses, phone numbers, and other personal information private.
- Do not connect with people you do not know personally.
- Students are required to connect to the filtered AISD Internet while on campus.
- Report any suspicious information to an adult immediately.
- Photos are to be taken only when directed by the classroom teacher.
- Students must keep their phone silent unless otherwise directed.

Appropriate Student Use

As with any tool, there are appropriate places and times for the use of devices on the AISD network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.

Usage	Elementary (Grades K-5)	Middle School	High School
When designated for learning by teacher	Yes	Yes	Yes
During lunch	No	No	Yes
Specific procedures announced by campus	Yes	Yes	Yes

Frequently Asked Questions

I brought my device to school for use in the classroom, but my teacher said I couldn't use it in the classroom. Can I still use it?
The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but *not guaranteed* for each classroom situation.

I have my laptop/mobile device with me in class. How do I get on the Internet?
Most laptops or other personal technology devices (smartphones, etc), will detect a wireless connection when you are near one. Your device should prompt you to join an available network. When prompted, choose the Abilene ISD network. After you choose this network and enter your username and password, you will be connected to the network.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?
In the settings menu of your device, there is usually a network access icon. Go to this icon and choose Abilene ISD from the list or prompt your computer to look for wireless networks in range. Always consult the owner's manual for your device to find exact directions on accessing a wireless network.

Can I access my school files from my personal devices?
Student files saved to the district's servers cannot be accessed on personal devices. Students are encouraged to save their files to "cloud storage" like Dropbox, Google Drive, etc. that allow access to files on personal devices or through a web browser on school computers.

Can I print to school printers from my personal devices?
Printing from devices such as tablets and phones is not currently supported. Printing from personal laptops *may* be possible. Talk to your teachers or campus technology specialists to learn if printing is supported and how to set it up.

I just can't get my laptop to connect to the network. Can I get some help from someone?
It is not the responsibility of your teachers or other AISD staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

What if my laptop, phone, or device is stolen or damaged?
Students bring electronic devices to school at their own risk just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those devices that have been confiscated.

I don't have my own electronic communications device to bring to school. Will I be penalized or miss out on instruction?
No! It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device may be provided access to an appropriate district owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

Is it required that I use the Abilene ISD wireless? Yes, it is absolutely required that you use the district filtered wireless and is stated as such in the AISD Student Code of Conduct as well as the Responsible Use Guidelines (RUG).

Can I use my own 3G, 4G, or other cellular service?
No.

Are there any guidelines that must be followed when I'm using my device on the proper wireless network and during the designated times at school?
Use of electronic communication devices during the school day is a privilege. Adherence to the Responsible Use Guidelines (RUG), BYOD Handbook, and Student Code of Conduct are essential to maintaining an academic environment and the integrity of the classroom.