

Wylie Independent School District Acceptable Use Policy (AUP) and Internet Safety Agreement

Wylie ISD is pleased to offer technology, including, but not limited to: computers, networks, and Internet services. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. The school district expects faculty to blend the use of technology with the curriculum and to provide guidance and instruction to staff and students in its use.

The Wylie ISD Acceptable Use Policy applies to all users of Wylie ISD's electronic communication systems. Users include:

- Wylie ISD Employees
- Wylie ISD Students
- Contractors
- Consultants
- Student Teachers
- Temporary Workers
- Any third parties that use the system

Terms of Agreement

In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form by the First Day of School.

Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. Regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

- All users must abide by rules of Network etiquette – Netiquette, including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Personal attacks are an unacceptable use of the network. If a user is the victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of the immediate supervisor or technology coordinator. It is better not to respond to these types of attacks.
 - Do not be offensive. Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - Respect other people's time and bandwidth. When you send email or post something on the Internet, you are taking up other people's time (or hoping to). It's your responsibility to ensure that the time they spend reading your posting isn't wasted. At the same time, you are also consuming their bandwidth when they load images and other material you may have posted on the Internet. Please ensure that graphic files and other resources do not consume bandwidth unnecessarily.
- All users are allowed to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications for **educational purposes only** and with proper supervision. All access is controlled via the districts Internet content filter and is subject to monitoring at any time by designated district staff.
- No personal addresses, personal phone numbers, or other identifying information of students will be permitted to be given out on the Internet. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom, and teachers are responsible for and must be aware of where his/her student goes on the Internet.

Privacy. Network and Internet access is provided as a tool for **educational purposes only**. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such

usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

- a) **Student Photos/Student Work.** Publishing student photos and work on websites promotes learning and collaboration and provides an opportunity to share the achievements of students with the community. Images and products of Pre K-12 students may be included on the website. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school-related website before the item is published to the web. All postings of work or photos will appear in an educational context. No home address or telephone number will appear with such work or photos.

Copyright. All users must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Listed below are examples of unacceptable uses of the network.

- a) Uses that cause harm to others or damage to their property are prohibited. For example, do not engage in defamation (harming another's reputation by lies); do not use another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited. For example, do not disclose or share your password with others; do not impersonate another user.
- c) Illegal activities, including copyright or contract violations, shall not be permitted.
- d) The Internet shall not be used for commercial, political, illegal, financial, or religious purposes.
- e) Threatening, profane, harassing, or abusive language shall be forbidden.
- f) Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- g) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- h) No third party software will be installed without the approval of the WISD Technology Department.
- i) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- j) Accessing pornographic or obscene materials or using or sending profanity in messages shall be forbidden.
- k) The use of anonymous proxies or any site that allows the user to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Internet Safety

- **Parents and Users:** Despite every effort for supervision and content filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- **Personal Safety:** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies or any site that allows the user to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of users through direct observation and/or technological means.

- All minors should be educated each year about appropriate online behavior, including cyber bullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging and podcasting offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mails, podcasts, or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other Web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, sexist or discriminatory remarks.
- Teachers must monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
- All users using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A user should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using Web 2.0 tools agree to not share their user name or password with anyone besides their teachers and parents and to treat any blogs as classroom spaces.
- Users who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Use of Personal Electronic Devices

WISD will grant students in grades Pre K-12 permission to bring a personal web-enabled device from home to campus for their academic use. Student use of personally owned devices in the classroom setting will be at the discretion of the campus administrator and/or classroom teachers.

Students who use personally owned web-enabled devices will have access to wireless Internet but will not have access to any district drives such as network folders. Network drives can only be accessed via district machines.

WISD is not liable for any loss or damage incurred, nor can it load any software onto student owned device. Students are responsible for the security of any equipment brought with them to school. All laptops and other devices should contain proper antivirus software as well as fully patched operating systems and should be clearly marked with the student's name for identification purposes.

Users will not loan their device to someone else. The user is responsible for the content contained on the device regardless of how it originated.

All devices brought onto a WISD campus are subject to search and seizure. Improper use could result in the loss of privileges for such devices.

WISD is not responsible for lost, damaged, or stolen devices.

Teacher Responsibilities

- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- Inform all students of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use network resources in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the Internet.
- Educate minors about appropriate online behavior.

Principal Responsibilities

- Include Acceptable Use Policy in student handbook.
- Be sure handbooks are distributed to all students.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Keep permission forms on file for one year.
- Identify students who do not have permission to use the internet to the teaching staff.
- Insure that teachers are educating students about appropriate online behavior.

District Responsibilities

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Update the filtering software regularly.
- Have Acceptable Use Policy approved by the board.

Wylie Independent School District Acceptable Use Policy (AUP) and Internet Safety Agreement – Consent Form

As a parent or legal guardian of _____ I have read and understand the Acceptable Use Policy, and I agree to the following:

- As the parent or legal guardian of the student named above, I grant permission for my son or daughter to use a school computer or network software provided by the Wylie Independent School District.
- As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Wylie Independent School District.
- As a parent or legal guardian of the student named above, I grant permission for my son or daughter to participate in activities on the Internet such as email, wikis, blogs, and social media sites to support the educational goals of the Wylie Independent School District.

Childs Name (Please Print): _____

Childs School: _____

Parent phone number: _____

Parent email address: _____

Student Signature: _____

Parent (Guardian) Signature: _____

This form is due by First Day of School