Shamrock ISD

Acceptable Use Policy

Introduction

Shamrock ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. We strive to provide teachers with access to the best and most accurate online resources in order to integrate technology into the classroom and utilize any tool available to provide students with the best and most engaging learning experience possible. It is also our goal to maintain a robust network infrastructure to allow for improved communication with parents, the local community and within the school district.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Shamrock ISD network is intended for educational purposes.
- All activity over the network may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Shamrock ISD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Shamrock ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Shamrock ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not attempt to maneuver around technological protection measures; use good common sense and ask if you don't know.

Web Access

Shamrock ISD provides its users with access to the Internet including web sites, resources, content and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

Shamrock ISD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Students, grades 3-12 may be granted e-mail access only through a district approved email system.

If users are provided with email accounts, they should be used responsibly. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher. Commercial use of a school e-mail address is prohibited. Users will not post chain letters or engage in "spamming". Spamming is sending an unsolicited message to a large number of people.

While most people consider E-mail to be private and while in general that expectation of privacy should be respected, users of E-mail should clearly understand that the level of privacy afforded is actually much lower than for postal correspondence. E-mail does not travel directly from sender to recipient. Rather, it is first stored on computers at both ends of the transmission and passes through intermediate computers on the way. At each step, it is possible for unencrypted messages to be reviewed. Shamrock Independent School District

reserves the right to review all E-mail as it deems appropriate to enforce adherence to the guidelines for use set forth in this Policy, to other school rules or to legal requirements.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social and Collaborative Content

Recognizing the benefits collaboration brings to education, Shamrock ISD may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Posts, chats, sharing and messaging may be monitored. Users should be careful not to share personally identifying information online.

Mobile Devices Policy

Shamrock ISD may provide users with mobile devices or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution. These are expensive devices the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without permission from IT staff.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify the IT Department if they have identified a possible security problem.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run executable programs over the school network or onto school resources without express permission from IT staff.

Users should not download illegal, pirated or unlicensed software (games, music, movies etc.) The software will be permanently removed without notice to the user if found, and disciplinary action may be taken.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information including phone number, address, social security number, birthday or financial information over the Internet without adult permission. Users should recognize that communicating over the Internet does not guarantee anonymity, brings associated risks and they should carefully safeguard any personal information. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Illegal and Improper Activities

Users will not attempt to gain unauthorized access to the District network or to any other computer system, or go beyond their authorized access. This includes attempting to log in through another person's account, access another person's files, or surf the Internet using proxies. Such behavior may result in disciplinary actions.

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses, spyware malware or by any other means.

Users will not use Shamrock ISD's network to engage in any other illegal act.

Users will not use personal laptops or other Internet capable electronic device without prior authorization from the IT Department.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber stalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages, Blogs, Wikis, Chat, Social Networking sites etc. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Users will not give other users access to a message that was sent to them privately without permission of the person who sent them the message.

Users will not post private information about another person.

Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school and teachers. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages or posts) online.
- ✓ Use school technologies at appropriate times in approved places for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Shamrock ISD will not be responsible for damage or harm to persons, files, data or hardware.

While Shamrock ISD employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Shamrock ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Due Process

The District will cooperate within legal guidelines, employees should refer to their chain of command in any investigation concerning or relating to any illegal activities conducted through the Shamrock ISD network.

A violation of this Acceptable Use Policy by a student shall constitute a violation of the policy on Student Conduct and Discipline. If a student is alleged to have violated this Acceptable Use Policy, the matter will be handled pursuant to the policy on Student Conduct and Discipline.

Any Shamrock ISD School administrator may terminate the account privileges of any user at any time. Inactive accounts of 30 days or longer may be removed, along with the user's files, without notice to the user.

AUP PARENTAL/STUDENT PERMISSIONS

Shamrock ISD − 2017-2018

Student Name_____Student Grade_____

Parent/Guardian Name_____

Date_____

Authorized faculty designee will retain this form on file for duration of student enrollment 2017-2018

Acceptable Use Policy: I have read the Shamrock Independent School District Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the District to restrict access to controversial materials, and I will not hold the District responsible for supervision when my child's use is not in a school setting. I understand that my child must abide by the Shamrock Independent School District's Internet Acceptable Use Policy and District Copyright Guidelines. Should he/she commit any violation, access privileges may be revoked, and disciplinary and/or appropriate legal action may be taken. I hereby authorize Internet access for my child.

Social Media Publishing: Pictures will not be posted on web sites that allow the person to be identified individually without written permission of the individual or guardian.

Students' work should be published only under the direction of the supervising teacher and with parental permission. Prior to publication on an electronic page, the material to be posted should be reviewed by the appropriate administrator. I agree and understand the policy regarding WWW publishing and allow my child to be included in the Shamrock Independent School District Website.

ITV Student Participant Waiver: I understand that in a Distance Learning Classroom my voice, physical presence, and participation in activities will be transmitted to distance learning sites and will be taped for future use in an educational setting. Region 16 will make arrangements for videotaping and will offer videos online. Each class video will be available online for a 30 day period. I hereby agree that transmission and taping of my voice, presence, and participation in these events will not be a violation of my personal rights and hereby release any claims for use of such.

Parent Guardian Signature_____

Student Signature_____

 A copy of the Acceptable Use Policy may be obtained from the Shamrock ISD web site at www.shamrockisd.net or a printed copy will be provided upon request.