

# **BIG SANDY INDEPENDENT SCHOOL DISTRICT**

## **Acceptable Use Agreement (AUP)**

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment.

With this educational opportunity comes responsibility. It is important that you read the applicable District policies, administrative regulations, and agreement forms.

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with District policies, administrative regulations, the Student Code of Conduct, the Employee Handbook, and applicable laws.

As a user of the District's technology resources, you will be able to access: an unlimited number of databases, libraries, and resources; the Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you or parents might find objectionable. While the District has taken precautions to restrict access to controversial information with the use of filtering/blocking software according to CIPA (Children's Internet Protection Act), it is not possible to absolutely prevent such access. It will be the user's responsibility to follow the rules for appropriate use.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages related to your use of District technology resources, including, but not limited to, loss of data resulting from delay, nondelivery, misdelivery, or service interruption caused by the District's own negligence or user errors or omissions. Use of any information obtained via the Internet is at user's own risk. You specifically agree to reimburse the District for any losses, costs, or damages, including reasonable attorneys' fees incurred by the District and the system administrators relating to, or arising out of any breach of this agreement by you.

If you are being issued a District-owned technology device, you will be given additional instruction and/or materials addressing the proper use, care, and return of these devices. A student must renew this Agreement each school year.

### **RULES FOR APPROPRIATE USE**

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted. (See Board policy CQ Local for additional information)
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- All electronic communications, including, but not limited to, e-mail, Internet activity and network resources may be monitored at any time by the system administrators. No technology resource activity using District resources is considered private.
- Technology resources activities may be subject to the Texas Public Information Act ("TPIA") and the Family Educational Rights and Privacy Act ("FERPA"). Employees must comply with the TPIA and FERPA, including provisions regarding retention and confidentiality of student and District records.
- Employees must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You are solely responsible for services, memberships or merchandise purchased through the District's technology resources. The District shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, such actions.

### **INAPPROPRIATE USES**

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging technology resources or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Attempting to gain access to locations on networks where specific privileges have not been given.
- Disabling or attempting to disable any Internet filtering device or antivirus software.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Using electronic resources in such a way that would disrupt their use by others.

- Bulk or mass emailing, unless approved by the Technology Department.
- Downloading software on district hardware without permission from the Technology Department.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting (if student) or permitting a student to post (if an employee or other non-student) personal information about a student, including themselves, such as addresses and phone numbers.
- Responding (if student) or permitting a student to respond (if an employee or other non-student) to requests for personally identifying information or contact from unknown individuals.
- Making (if student) or permitting a student to make (if an employee or other non-student) an appointment(s) to meet in person people met online. If a request for such a meeting is received by a student, it should be reported to a teacher or administrator immediately.
- Posting or transmitting pictures of other students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18 – unless otherwise permitted by law, policy, or regulation.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder. All communications and information accessible via the District's technology resources should be assumed to be copyrighted unless otherwise stated.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES WHILE ON CAMPUS**

- The District permits use of personal telecommunications or other electronic devices by students for instructional purposes while on campus upon prior approval from a campus teacher or administrator.
- When using a personal electronic device for instructional purposes while on campus, students must use the District's wireless Internet services and are prohibited from using a personal wireless service. The District's wireless network system must be disconnected from the device when the device is not being used for instructional purposes.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including this acceptable use agreement.
- When not using the device for instructional purposes while on campus, students must follow the rules and guidelines for non-instructional use as published in the student handbook. These require the student to turn off and not display or use the device on school property during the school day.
- The District is not responsible for damage to or loss of electronic devices brought from home.
- A student's personal electronic device may be searched by District administrators in accordance with policy FNF.

## **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;
- Revocation of the account;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with District policies, administrative regulations, the Student Code of Conduct, the Employee Handbook, and applicable laws.

## **REPORTING VIOLATIONS**

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher (if student) or the technology coordinator.
- You must report to a supervising teacher (if student) or the technology coordinator any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

**BIG SANDY INDEPENDENT SCHOOL DISTRICT**  
**Technology Resources Acceptable Use Policy**

This form must be signed and returned to your campus or department!

The terms of the Technology Resources Acceptable Use Agreement are available on the BSISD website located at: [www.bigsandyisd.net](http://www.bigsandyisd.net). In the event you would like a copy of the Agreement, please contact your campus Principal or Supervisor.

**STUDENT/EMPLOYEE**

I understand that my use of the District's technology resources is not private and that the District will monitor my activity. I have read and understand the District's Technology Resources Acceptable Use Policy, related policies, and associated administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources. In consideration for the privilege using the District's technology resources, I 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, these resources.

User Name: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student Grade: \_\_\_\_\_

**PARENT (if student user)**

As parent or guardian of this student, I understand that my student's use of the District's technology resources is not private and that the District will monitor my student's activity. I have read and understand the District's Technology Resources Acceptable Use Agreement, related policies, and associated administrative regulations and agree that my student is to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of my student's access to the District's technology resources. In consideration for the privilege of permitting my student access to the District's technology resources, I 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 student's use of, or inability to use, these resources. Further, I accept full responsibility for supervision if and when my student's use is not in a school setting. I give permission to issue an account for my student and certify that the information on this form is correct.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_