

Bruceville-Eddy ISD

Acceptable Use Policy

Introduction

Bruceville-Eddy ISD provides computers, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. We believe that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of the technology.

Student use of school computers, networks, and internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may be subject to further disciplinary and/or legal action. 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.

All school computers remain under the control, custody, and supervision of Bruceville-Eddy ISD. The school administration reserves the right to monitor all computer and internet activity by students. **Students will have no expectation of privacy in their use of school computers.**

While reasonable precautions will be taken to supervise student use of the internet, Bruceville-Eddy ISD cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules. The school is not responsible for the accuracy or quality of information that is obtained through the internet.

Before a student is allowed to use school computers and internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement form. The school will retain the signed acknowledgement. This document needs to be signed annually.

- The [Bruceville-Eddy ISD](#) network is intended for educational purposes.
- All activity over the network or using district technologies will 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.
- [Bruceville-Eddy 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.

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- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Bruceville-Eddy ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

As new technologies emerge, Bruceville-Eddy 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 to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Bruceville-Eddy 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 will be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is 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

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

If users are provided with email accounts, they should be used with care. 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.

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

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Bruceville-Eddy ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct

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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

Bruceville-Eddy ISD may provide users with mobile computers 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.

The student and/or student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school related to violations of this policy and/or these rules, including investigations of violations.

The school assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Use of school-issued mobile devices off the school network will 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—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

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.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. 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 .exe programs over the school network or onto school resources without express permission from IT staff.

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 education 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.

No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks, and internet services owned and leased by the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

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 brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. 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.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. 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.

Prohibited Use

Users are responsible for their actions and activities involving school computers, networks, and internet services, and for their computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials-Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- Illegal Activities-Using the school's computers, networks, and internet services for any illegal activity or that violates other school policies, procedures and/or rules.
- Violating Copyrights-Copying or downloading copyrighted materials without the owner's permission.
- Plagiarism-Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). Internet sources used in a student's work must be cited by the author, publisher, and website address.
- Copying Software-Copying or downloading software without the express authorization of the

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system administrator;

- Non-School Related Uses-Using the school’s computers, networks, and internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes, and for any other personal use.
- Misuse of Passwords/Unauthorized Access-Sharing passwords- Using other users’ passwords without permission and/or accessing other users’ accounts.
- Malicious Use/Vandalism-Any malicious use, disruption or harm to the school’s computers, networks, and internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses.
- Unauthorized Access to Chat Rooms/News Groups/E-Mail-Accessing chat rooms, news groups, or email without specific authorization from the supervising teacher.

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

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Bruceville-Eddy ISD Student Printed Name)

(Bruceville-Eddy ISD Student Signature)

(Date)

(Parent/Guardian Signature)