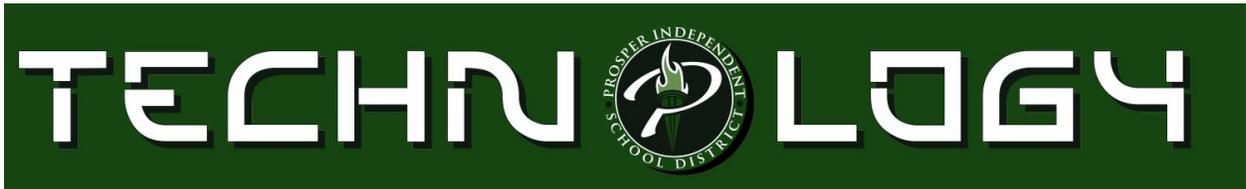


Prosper ISD



Student Acceptable Use Policy

Overview

Prosper ISD (PISD) is dedicated to providing all students an engaging and rigorous academic experience while preparing our students to be creative collaborators, effective communicators, and critical problem solvers in a diverse globalized society. We believe technology is a tool that enables our students to learn the curriculum at a deeper level, and we believe that the curriculum is the driving force behind technology usage in the classroom.

It is the policy of PISD to maintain an environment that promotes ethical and responsible conduct in all electronic resources and activities. With this privilege and extraordinary opportunity to explore resources comes responsibility for the parent and the student.

When signing the PISD Acceptable Use Policy, you are acknowledging that you understand and accept the information in this document:

PISD students and parents/guardians must understand that:

1. PISD reserves the right to restrict access to classroom technology at any time.
2. Classroom technology use is a privilege, not a right.
3. There is no expectation of privacy from PISD administration and teachers when using PISD technology resources. All files stored on PISD equipment, network, and/or the cloud may be subject to review and monitoring.
4. The terms “equipment” and “devices” refer to any device or associated accessories such as computers, tablets, batteries, power cords/chargers, cases, keyboards, mice, charging carts etc. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or school issued calculator.
5. The terms “software” or “services” refer to any applications or tools, internal or online, provided by PISD.
6. Students, families, and staff must comply at all times with the PISD Acceptable Use Policy when using technology resources provided by PISD, or when using their own devices on school property, or for school-related events.
7. All rules and guidelines for district-provided equipment and accounts are in effect before, during and after school hours, on or off the campus.
8. Students are not permitted to take classroom devices home without written prior authorization from the administration; the student’s parent or guardian will be asked to sign a Technology Equipment Issue Form, which documents the device information. If a student is given written permission by the administration to take a district device home, students are held to the same district Acceptable Use Policy.
9. All users are accountable to the school, district, local, state and federal laws.
10. Students are expected to keep equipment in good condition. Failure to do so may result in consequences deemed appropriate by campus administration.
11. Students are expected to report any damage to their device or associated accessories immediately.
12. Students who identify or know of a security problem are expected to convey the details to their teacher immediately without discussing with other students.

13. Students are to notify a staff member immediately without discussing it with other students if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. Students may not use PISD resources, at school or at home, to bully other students, staff, or anyone else.
15. Students may not use any PISD or personal resources, at school or at home, to maliciously hack, bring in viruses or other malware, or change other's files without permission.
16. Students may not record or take photographs of students or staff members without their permission.
17. All users are expected to follow existing copyright law (*Title 17, USC*) and educational fair use policies.
18. Students may only log in using their district-assigned username. Students may not share their passwords or student ID numbers with other students.
19. PISD may remove a user's access to the network/cloud storage without notice at any time if the user is engaged in any unauthorized activity.

Parent/Guardian Responsibilities

PISD makes every effort to equip parents/guardians with the necessary tools and information to ensure the safe use of district-provided technology. The parent/guardian agrees to monitor student use of PISD provided devices, and online PISD technology resources when those resources are used at home or away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Parent involvement/monitoring may include:

1. Investigation and application of available controls through your internet services provider and/or your wireless router.
2. Development of a set of rules/expectations for technology use at home. More information may be found at Common Sense Media - <https://www.commonsense.org>.
3. Only allowing technology use in common rooms of the home (e.g. living room or kitchen) not in private areas like bedrooms.
4. Demonstration of a genuine interest in what your student is doing on his or her device.
5. Requesting login information from the student, keeping a list of that information, and monitoring the activity on student accounts regularly.

BYOD (Bring Your Own Device)

PISD believes that technology is a tool that enables our students to learn curriculum at a deeper level, and we believe that curriculum is the driving force behind technology usage in the classroom. BYOD technology is defined as technology used at school, but not owned by PISD. All students, whether using district technology or their own technology, are expected to follow the district's Acceptable Use Policy.

At some campuses, students may bring and use personal, portable, electronic devices. Use of this technology is determined by building principals and by classroom teachers. BYOD is a privilege, not a right, and inappropriate use may result in cancellation of that privilege. The following guidelines must be followed by students using a personally owned electronic device at school.

1. In order to protect the privacy of students, campus administrators and teachers have the right to prohibit students from using video, photographic, or audio recording on their personal devices, including phones, smart watches, and GPS parental trackers, or restrict the use of any app or feature as deemed necessary for the purposes of classroom privacy, safety and instruction.
2. Administrators may examine a student's personal device and search its contents if there is reason to believe the Acceptable Use Policy has been violated.
3. It is mandatory that any devices operated by students utilize the PISD-Wireless network.
4. Students may not interfere or circumvent the PISD-Wireless network by using personal networking devices, or software such as wifi hotspots, access points, routers, etc. This includes disruption of equipment and/or services due to the introduction of malware or the use of malicious websites.
5. Use of the PISD-Wireless including any BYOD are primarily intended for instructional use. This means that the amount of bandwidth allocated to it may be limited, and it may even be shut down entirely if it is necessary to do so to safeguard the integrity of the network, protect students from malware or malicious actors, or ensure the functioning of PISD owned devices and services.
6. Students are responsible for their own devices. If personal devices are damaged or stolen while on PISD property, PISD will not be liable for the replacement or repair of any personal device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by PISD.
7. Students are responsible for their device setup, maintenance, and charging. Teachers will not store student devices, unless the device was taken up as a disciplinary action, or for testing. No district employee will diagnose, repair, or work on a student's personal device.
8. These devices have monetary value. Students are prohibited from trading or selling these items to other students on district property, including school buses.

Content Filtering

While the district uses filtering technology and protection measures to make its best effort to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for responsible use. Access to the PISD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Damaged Equipment

Repairs

Occasionally, unexpected problems do occur with school-owned devices that are not the fault of the user (crashes, software problems, etc.). The PISD Technology Department will assist students in having these

fixed during the school day. There is a difference, however, between an accident, negligence, and purposeful damage.

After an investigation by campus administration, it will be determined if the damage was accidental, negligent, or purposeful. Consequences, if necessary, will be determined by campus administration.

Stolen Equipment

Reporting Process

If equipment is stolen, a PISD police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner. Failure to report the theft to proper staff and follow the proper filing procedure may result in the loss of the use of a school provided device for a student.

Examples of Unacceptable Use

Irresponsible conduct includes, but is not limited to, the following and may result in disciplinary actions by campus administration:

- Personal use that interferes with instruction
- Deleting browser history (on PISD owned devices)
- Using the network for illegal activities, including copyright violation, software license or service contract violations, or illegally downloading music, games, images, videos or other media
- Legally downloading or streaming music, games, images, videos or other media without the permission of a teacher
- Unauthorized downloading or installation of any software including shareware and freeware
- Using PISD devices and services for financial or commercial gain, advertising or political action, activities, or lobbying
- Off-task accessing or exploring online locations or materials that do not support the curriculum and or are inappropriate to school assignments, or helping others to do so
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of malicious software is strictly prohibited
- Gaining unauthorized access anywhere on the network
- Revealing personally identifiable information¹
- Invading the privacy of other individuals
- Taking pictures of a student, staff member, or community member without his or her permission, regardless of whether or not these images are intended to be posted online or in a social media app
- Posting, reposting, or broadcasting legal information or mugshots of any Prosper ISD student, staff member, or community member on any Prosper ISD digital resource.
- Using another's account or password, or allowing another user to access one's account or password
- Participating in malicious activity on the network, or helping others to participate in unauthorized activity on the network
- Posting anonymous messages or unlawful information on the network

¹ "Personally Identifiable Information (PII) | Protecting Student Privacy."
<https://studentprivacy.ed.gov/content/personally-identifiable-information-pii>. Accessed 8 May. 2019.

- Participating in cyberbullying
- Participating in any harassment
- Sexting, sending or accessing pornographic content, sending or accessing sexually inappropriate images, content, or materials, or receiving such materials without notifying a PISD employee or a parent or guardian
- Using inappropriate language
- Falsifying identification documents
- Obtaining copies, modifying files, data or passwords belonging to others on the network
- Placing a computer virus, or other malware on a computer or network
- Attempting to access blocked sites, bypassing the internet filter, or concealing internet activity
- Sending or forwarding non-school related messages
- Having food or drinks around technology devices
- Changing device settings and/or background images
- Using school provided devices or resources for instant messaging
- Any use of technology resources that is deemed disruptive

Consequences of Misuse

Any offense that might be negligent or purposeful may be severe enough to result in an immediate administrative referral and/or loss of technology privilege. Consequences will vary per campus but may include:

- A warning
- In-class consequences, such as the loss of the device for the class period
- School-based consequences
- Parent contact
- Administration referral
- Loss of device or network access for extended period of time, which will be determined by the campus administration.
- Disciplinary Alternative Education Placement (DAEP)

Technology Student/Parent Handbook Agreement

Students – As users of PISD technology and the PISD wireless network, you are responsible for reading and abiding by this policy. You attest that you have read this Acceptable Use Policy, understand the PISD policies relating to responsible use of PISD technology systems and the internet, and agree to abide by them. Any violation of this policy may result in disciplinary consequences.

Parents or Guardians - As the parent or guardian of this student, you attest that you have read this acceptable use policy relating to the use of the school district technology systems and the internet. You understand that this access is designed for educational purposes. The school district has taken precautions to filter/eliminate controversial materials while students are on PISD campuses. However, you also recognize it is impossible for the school district to restrict all access to materials and will not hold the

school district or its employees liable for material acquired on the internet. Further, you understand it is your responsibility to supervise and monitor your child's technology usage when your child is not in a school setting.

By allowing your child to use PISD technology devices and the PISD Wireless, you and your student agree to follow the guidelines as outlined in this policy.