

# **Prosper ISD**

## **Student Acceptable Use Policy**



## Overview

Prosper ISD 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 Prosper ISD 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 Prosper ISD Acceptable Use Policy, you are acknowledging that you understand, accept, and agree to abide by the information and requirements outlined in this document:

Prosper ISD students and parents/guardians must understand that:

1. Prosper ISD reserves the right to restrict access to technology at any time.
2. Technology use is a privilege, not a right.
3. There is no expectation of privacy from Prosper ISD administration and teachers when using Prosper ISD technology resources. All files stored on Prosper ISD 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 and device is district property.
5. The terms “software” or “services” refer to any applications or tools, internal or online, provided by Prosper ISD. Software or services licensed by the district are district property.
6. Students and families must comply at all times with the Prosper ISD Acceptable Use Policy when using technology or digital resources provided by Prosper ISD, or when using their own devices on school property, at home, or at 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 prior written authorization from the Technology Department. If a student is given permission to take a district device home, the student’s parent or guardian will be asked to sign a Technology Equipment Issue Form, which documents the device information. In this case, 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, working condition without alterations, markings, or damage of any kind. Failure to do so may result in consequences deemed appropriate by campus administration.
11. Students are expected to report any accidental or non-accidental damage to their device or associated accessories to a campus administrator immediately.
12. Students who identify or know of a security problem are expected to convey the details to their teacher, counselor, or school administrator immediately without discussing the problem with other students.

13. If a student discovers information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable, they should immediately notify a teacher, counselor, or school administrator without discussing it with other students.
14. Students are prohibited from using Prosper ISD resources, at school, home, or any location, to bully other students, staff, or anyone else.
15. Students may not use any Prosper ISD or personal resources, at school or at home, to maliciously hack, to introduce viruses or other malware, or to change other's files without permission.
16. Students may not record or take photographs or videos 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 are forbidden to share their passwords or student ID numbers with other students.
19. Prosper ISD may remove a user's access to the network/cloud storage, email, or any other service without notice at any time if the user is engaged in any unauthorized activity.

## **Bring Your Own Device (BYOD)**

Prosper ISD 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 Prosper ISD. All students, whether using district technology or their own technology, are expected to follow the district's Acceptable Use Policy regardless.

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 Prosper ISD-Wireless network.
4. Students may not interfere or circumvent the Prosper ISD-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 Prosper ISD-Wireless for BYOD is primarily intended for instructional use. Prosper ISD-Wireless may 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 Prosper ISD owned devices and services.
6. Students are responsible for their own devices. If personal devices are damaged or stolen while on Prosper ISD property, Prosper ISD 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 Prosper ISD.

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 technologies and protection measures to make a concerted effort to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It is each student's responsibility to follow the rules for responsible use as outlined in this agreement. Access to the Prosper ISD network is a privilege, and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. When Prosper ISD devices are used at other locations, it is the responsibility of the parent or guardian to monitor the content accessed on the device.

## Stolen Equipment

If school-owned or personal equipment is stolen, the student must contact an assistant principal or a principal who will initiate a Prosper ISD police report. Failure to report the theft to school administration 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:*

- Any use of technology resources that is deemed disruptive
- Deleting browser history (on Prosper ISD owned devices)
- Revealing personally identifiable information<sup>1</sup>
- Falsifying identification documents
- Invading the privacy of other individuals
- Taking pictures or videos 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 or otherwise distributed
- 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 someone else's account or password, or allowing one's own password to be used by someone else
- 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
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; using or possessing malicious software which is strictly prohibited
- Gaining unauthorized access anywhere on the network
- Participating in malicious activity on the network, or helping others to participate in unauthorized activity on the network

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<sup>1</sup> "Personally Identifiable Information (PII) | Protecting Student Privacy."

<https://studentprivacy.ed.gov/content/personally-identifiable-information-pii> Accessed 2 April. 2020.

- Posting anonymous messages or unlawful information on the network
- 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
- 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 Prosper ISD 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
- Engaging third party sites to provide students with information or links that otherwise would be considered malicious in nature or could potentially become malicious.
- Email staff and students in a way that would be considered sending “spam” or unsolicited email
- Sending or forwarding non-school related messages
- Participating in any cyberbullying and/or participating in any harassment
- Using inappropriate language, sexting, sending or accessing pornographic content, sending or accessing sexually inappropriate images, content, or materials, or receiving such materials without notifying a Prosper ISD employee or a parent or guardian
- Using school provided devices or resources for instant messaging
- Changing device settings and/or background images
- Having food or drinks in open containers around technology devices

## **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 an extended period of time, which will be determined by the campus administration.
- Disciplinary Alternative Education Placement (DAEP)

## **Parent/Guardian Responsibilities at Home**

Prosper ISD makes every effort to equip parents/guardians with the necessary tools and information to ensure the safe and responsible use of district-provided technology. The parent/guardian agrees to monitor their student’s use of Prosper ISD provided devices and online Prosper ISD 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. Investigating and applying available controls through your internet services provider and/or your wireless router.
2. Developing a set of rules/expectations for technology use at home. More information may be found at Common Sense Media: <https://www.commonsense.org>.
3. Allowing technology use only in common rooms of the home (e.g. living room or kitchen) not in private areas like bedrooms.
4. Demonstrating 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.

## **Technology Student/Parent Policy Agreement**

**Students** - As users of Prosper ISD technology and the Prosper ISD wired and wireless networks, you are responsible for reading and abiding by this policy. You attest that you have read this Acceptable Use Policy, understand the Prosper ISD policies relating to responsible use of Prosper ISD 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 technology access is designed for educational purposes. The school district has taken precautions to filter/eliminate controversial materials while students are on Prosper ISD 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 digitally signing, you allow your child to use Prosper ISD technology devices and services and the Prosper ISD wired and wireless networks. You and your student agree to follow the guidelines as outlined in this policy.**