

# 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 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 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 Handbook, you are acknowledging that you understand and accept the information in this document:

PISD students and parents/guardians must understand that:

1. All students are allowed to access electronic resources unless the school is notified in writing by the parent/guardian.
2. The terms “equipment” and “devices” refer to any device or associated accessory such as computers, tablets, batteries, power cords/chargers, cases, keyboards, and 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.
3. The terms “software” or “services” refer to any applications or tools, internal or online, provided by PISD.
4. Students, families, and staff must comply at all times with the PISD Acceptable Use Handbook when using technology resources provided by PISD, or when using their own devices on school property, or for school related events.
5. All rules and guidelines for district-provided equipment and accounts are in effect before, during and after school hours, on or off the campus.
6. Students are not permitted to take classroom devices home without written prior authorization from administration. If a student is given written permission by administration to take a district device home, students are held to the same district Acceptable Use guidelines.
7. All users are accountable to the school, district, local, state and federal laws.
8. There is no expectation of privacy when using PISD technology resources. All files stored on PISD equipment, network, and/or the cloud may be subject to review and monitoring.
9. Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
10. At the end of the class period, students must log off and plug in their device. Unless told otherwise by a teacher, the expectation is that students will return the devices to the charging station at the end of each class period.
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 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 PISD 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.
20. PISD reserves the right to restrict access to classroom technology at any time.
21. Classroom technology use is a privilege, not a right.

## **Parent/Guardian Responsibilities**

PISD makes every effort to equip parents/guardians with the necessary tools and information to ensure 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 in the Prosper Parent Digital Toolkit: <https://goo.gl/KxoUlc>
3. Only allowing technology use in common rooms of the home (e.g. living room or kitchen) not in 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 with access to the Internet. All students, whether using district technology or their own technology on PISD's networks, 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. 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.
6. 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.
7. These devices have educational and 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 devices that are not the fault of the user (crashes, software, etc.). The PISD Department of Technology 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. The consequences 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 a proper staff and follow the proper filling procedure may result in the loss of the use of a school provided device for a student.

## Examples of Irresponsible Use

*Irresponsible conduct includes, but is not limited to, the following:*

1. Personal use that interferes with instruction
2. Deleting browser history (on PISD owned devices)
3. 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
4. Legally downloading music, games, images, videos or other media without permission of a teacher
5. Unauthorized downloading or installation of any software including shareware and freeware
6. Using PISD devices and services for financial or commercial gain, advertising or political action, activities, or lobbying
7. Off-task accessing or exploring online locations or materials that do not support the curriculum and or are inappropriate to school assignments
8. 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
9. Gaining unauthorized access anywhere on the network
10. Revealing personal information to another person
11. Invading the privacy of other individuals
12. Using another's account or password, or allowing another user to access your account or password
13. Participating in unauthorized activity on the network, or helping others to participate in unauthorized activity on the network.
14. Posting anonymous messages or unlawful information on the network
15. Participating in cyberbullying
16. Participating in any harassment
17. Sexting, sending or accessing pornographic content, or sending sexually inappropriate images, content, or materials

18. Using inappropriate language
19. Falsifying identification documents
20. Obtaining copies, modifying files, data or passwords belonging to others on the network
21. Knowingly placing a computer virus, or other malware on a computer or network
22. Attempting to access blocked sites, bypassing the Internet filter, or concealing Internet activity
23. Sending or forwarding non-school related email
24. Having food or drinks around the technology devices
25. Changing device settings and/or background image
26. Using school provided devices or resources for instant messaging or malicious activity
27. 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:

- Warning
- In-class consequence, such as the loss of device for the class period
- School-based consequence
- Parent contact
- Administration referral
- Loss of device or network access for extended period of time
- District Alternative Education Program (DAEP)

## **Technology Student/Parent Handbook Agreement**

**Students** – As users of PISD technology and the PISD wireless, you are responsible for reading and abiding by this policy. You attest that you have read the Technology Student/Parent Handbook and understand the PISD policies relating to responsible use of PISD technology systems and the Internet and agree to abide by them. You further understand that any violation of the guidelines and policies above is unethical and may constitute a violation. Should you commit any violation, your access privileges may be revoked.

**Parents or Guardians** - As the parent or guardian of this student, you have read the Technology Student/Parent Handbook and school district policies relating to the responsible use of the school district technology systems and the Internet. You understand that this access is designed for education purposes. The school district has taken precautions to filter/eliminate controversial materials while students are on the PISD campus. 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 my responsibility to supervise and monitor my child's technology usage when my child is not in a school setting.

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