Prosper ISD

Student Responsible 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 with all electronic resources and activities. This privilege and extraordinary opportunity to explore resources comes with a responsibility for parents and students.

When signing the Prosper ISD Responsible 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 understand and agree that:

1. Prosper ISD reserves the right to restrict access to technology at any time.

2. The use of Prosper ISD equipment ("PISD Equipment") and associated technology is a privilege, not a right.

3. There is no expectation of privacy from Prosper ISD when using Prosper ISD technology resources. All files stored on PISD Equipment, the District's network, and/or the cloud may be subject to review and monitoring.

4. The terms "equipment" and "device" refer to any device or associated accessories such as computers, tablets, batteries, power cords/chargers, cases, keyboards, mice, charging carts etc. All equipment, devices, and digital resources are the property of Prosper ISD.

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 the property of Prosper ISD.

6. Students and families must comply at all times with the Prosper ISD Responsible Use Policy when using technology or digital resources provided by Prosper ISD, or when using their own devices on District property, at home, or at school-related events.

7. All rules and guidelines for District-provided equipment, services, and accounts are in effect at all times, 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 Student Chromebook Equipment Checkout Form, which documents the device information. In this case, students are held to the same District Responsible Use Policy.

9. All users must comply with school, District, local, state and federal laws, whenever applicable.

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 notify a campus Technology person or administrator immediately if there is accidental or non-accidental damage to their device or associated accessories. If equipment is used inappropriately, lost, damaged, or simply neglected, disciplinary consequences may result along with fees consistent with the damage.

12. Students who identify or know of a security problem are expected to convey the details to their teacher, counselor, school administrator, or Technology personnel immediately without discussing the problem with other students.

13. If a student believes that their username or password has been compromised in any way, the student must contact a teacher, administrator, or the Technology Department immediately to assess the situation.

14. If a student discovers information, images, or messages that are inappropriate, dangerous, threatening, or cause discomfort, the student should immediately notify a teacher, counselor, or school administrator without discussing it with other students.

15. Students are prohibited from using Prosper ISD resources at school, home, or any other location to bully any individual including, but not limited to, other students or staff.

16. Students may not use any Prosper ISD or personal resources at school or at home to maliciously hack, introduce viruses or other malware, or manipulate or modify other's files without permission.

17. Students may not record, take, or distribute photographs/videos of students or staff members without their permission.

18. Students are expected to follow existing copyright law (Title 17,USC) and educational fair use policies.

19. Students may only log in using their District-assigned username. Students must not share their passwords or student ID numbers with other students.

20. Prosper ISD may remove a user's access to the network/cloud storage, email, or any other service without notice at any time if a 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 Responsible Use Policy.

At some campuses, students may bring and use personal portable electronic devices. Campus principals and classroom teachers determine whether use of this technology is permissible. 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. 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 Responsible Use Policy has been violated.

3. Devices operated by students at school must utilize the Prosper ISD-Wireless network.

4. Students may not interfere with or circumvent the Prosper ISD-Wireless network by using personal networking devices or software such as wifi hotspots, access points, routers, etc., which could disrupt PISD Equipment and/or services due to the introduction of malware or the use of malicious websites.

5. Use of the Prosper ISD-Wireless through personally-owned devices is only intended for instructional use. Prosper ISD-Wireless may be shut down entirely 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 safeguarding their own personal devices. Prosper ISD will not be liable for the replacement or repair of any personal device which is damaged or stolen while on District property. 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. Employees will not store a student's device 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. Personal and Prosper ISD devices have monetary value. Students are prohibited from stealing, trading, or selling these items to/from anyone. If a student finds another individual's personal or Prosper ISD device(s), the student must report it to the campus technician or an administrator.

9. Students are prohibited from engaging in e-commerce using PISD Equipment or their own device(s) while in Prosper ISD facilities.

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. Student compliance with the rules for responsible use as outlined in this agreement increases the effectiveness of the District's protection measures. As access to the Prosper ISD network is a privilege, 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, the District expects that parents and guardians will monitor the content accessed on the device.

Stolen Equipment

If District owned or personal equipment is stolen, a student must contact an assistant principal or a principal who will initiate a Prosper ISD police report. Failure to report a theft to school administration may result in the loss of the use of a District-provided device for a student.

Examples of Misconduct under this Responsible Use Policy

Irresponsible conduct includes, but is not limited to, the following, which may result in disciplinary actions:

- Any use of technology resources that is deemed disruptive

- Deleting browser history (on Prosper ISD owned devices)

- Revealing the personally identifiable information[1] of staff or students

- Falsifying identification documents

- Invading the privacy of other individuals

- Taking pictures or videos of a student, staff member, or community member without their permission, regardless of whether these images are intended to be posted online, in a social media app, or otherwise distributed

- Posting, reposting, or broadcasting information, including alleged criminal allegations or mugshots, of any Prosper ISD student, staff member, or community member on any Prosper ISD digital resource

- Obtaining or using someone else's account or password, or allowing one's own password to be used by someone else

- Using the District's 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 District's network; using or possessing malicious software is strictly prohibited

- Unauthorized alteration, tampering, copying, taking a picture or screenshot, or other modification of another individual's or team's information or work product regardless of the media type

- Unauthorized modifications or deletion of data stored within District-owned systems

- Gaining unauthorized access anywhere on the District's network

- Participating in malicious activity on the District's network, or helping others to participate in unauthorized activity on the District's network

- Posting anonymous messages or unlawful information on the District's network

- Placing a computer virus or other malware on PISD Equipment or the District's 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 District devices and services for financial or commercial gain, advertising, or political action, activities, or lobbying

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[1] "Personally Identifiable Information (PII) | Protecting Student Privacy." https://studentprivacy.ed.gov/content/personally-identifiable-information-pii Accessed 2 April. 2020.

- 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

- Emailing staff and students in a way that could be considered sending "spam" or unsolicited email

- Sending or forwarding non-school related messages

- Participating in any cyberbullying and/or 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/guardian

- Using District 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 negligent or purposeful violation of this Responsible Use Policy may result in an immediate administrative referral and/or loss of technology privilege.

Consequences 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, as determined at the sole discretion of campus administration.

- Disciplinary Alternative Education Placement (DAEP)

Parent/Guardian Responsibilities at Home

Prosper ISD strives to equip parents/guardians with the necessary tools and information to ensure the safe and responsible use of PISD Equipment and technology. By permitting their students to utilize such equipment and technology, parents/guardians agree to monitor their student's use of PISD Equipment, 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 internet service providers and/or wireless routers at home.

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), and not in private areas like bedrooms.

4. Demonstrating a genuine interest in the student's use of their 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, students are responsible for reading and abiding by this policy. As a student in Prosper ISD, you attest that you have read this Responsible Use Policy, understand the Prosper ISD policies relating to responsible use of Prosper ISD technology systems and the internet, and agree to abide by these policies. Any violation of this or any District policy may result in disciplinary consequences.

Parents or Guardians - As the parent or guardian of this student, you attest that you have read this Responsible Use Policy relating to the use of the District's technology systems and the internet. You understand that technology access is designed for educational purposes only. While Prosper ISD has taken precautions to filter/eliminate controversial materials while students are on its campuses, you recognize it is impossible for the District to restrict all access to materials and will not hold the Prosper ISD or its employees liable for material accessed or acquired by your student or others on the internet. Furthermore, you agree to supervise and monitor your student's technology usage when your student is not in a school setting.

By digitally signing, you allow your student to use Prosper ISD equipment, technology, devices, and services and the Prosper ISD wired and wireless networks. You and your student agree to follow this policy in its entirety.