

Acceptable Use Guidelines for Technology Students

The Allen Independent School District strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation and communication. By deploying a filtering system, AISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. 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. This places AISD in compliance with CIPA (Children's Internet Protection Act). Your online signature will indicate acknowledgment and understanding of the following standards and that you have reviewed these guidelines with your child. These standards have been cross-referenced with other sections of the AISD *Student Code of Conduct* to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the AISD *Student Code of Conduct* for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

Network Guidelines

1. Personal Safety

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (*Safety violation*)
- b. I will not agree to meet with someone I have met online without my parent's approval. (*Safety violation*)
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. (*Safety violation*)

2. Illegal Activities

- a. I will not attempt to gain unauthorized access to Allen ISD's district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (*Theft*)
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (*Vandalism*)
- c. I will not use Allen ISD's district network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (*Drug and safety violation*)
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (*Vandalism*)
- e. I will not install software on any AISD computers or on the AISD network without direct supervision of AISD staff. (*Vandalism*)
- f. I will not alter hardware or software setups on any AISD computer resources. (*Vandalism*)

3. Security

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (*Safety violation*)
- b. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (*Safety violation/theft*)
- c. I will take all precautions to avoid the spread of computer viruses. (*Vandalism*)

d. I may connect personal or non-AISD wireless devices such as laptops, smartphones, or tablets to the EagleNet wireless network provided by the school. I understand that I am expected to abide by the Acceptable Use Guidelines while using my personal equipment at school. I understand that the district may monitor my activity while using my personal equipment attached to the EagleNet wireless network. For additional information regarding personal devices, refer to the Bring Your Own Device guidelines posted on your school's website. (*Safety*)

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages private messages, and material created for assignments or to be posted on web pages. (*Derogatory statements/disruption of education*)
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (*Derogatory statement/sexual harassment*)
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (*Derogatory statements/disruption of education*)
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (*Disrespecting others' rights/disruption of education*)
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization. (*Derogatory statements/disruption of education*)

5. Respect for Privacy

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (*Disrespecting others' rights*)
- b. I will not post private information about another person. (*Disrespecting others' rights*)

6. Respecting Resource Limits

- a. I will use the technology at my school only for educational and career development activities. (*Disruption of education*)
- b. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (*Disruption of education*)
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files and it is in support of a classroom assignment. (*Disruption of education*)
- d. I understand that AISD personnel may monitor and access any equipment connected to AISD network resources and my computer activity. Allen ISD personnel may delete any files that are not for a classroom assignment. (*Security*)

7. Plagiarism and Copyright Infringement

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (*Theft*)
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions. (*Theft*)

8. Inappropriate Access to Material

- a. I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation*)

- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure to comply with directives*)
- c. My parents will instruct me if there is additional material that they think would be inappropriate for me to access. The district fully expects that I will follow my parent's instructions in this matter. (*Respect for others violation*)
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (*Disruption of education*).

AISD provides students in grades 7-12 with a district email account. This email account is made available for educational purposes and will be the email used for communication between teachers and students.

AISD reserves the right to monitor all activity in AISD electronic resources, including district provided student email accounts.

Commercial use of AISD electronic resources is strictly prohibited.

AISD shall not be liable for a student's inappropriate use of AISD Electronic Resources or violations of copyright restrictions or other

laws or for any costs incurred by students through use of the AISD Electronic Resources.

Email Etiquette for Students

Why Follow Etiquette?

Email users need to be aware of accepted practices regarding the use of email as a communication tool. In addition, email messages lack cues such as vocal expression and body language that we use every day when communicating with others and as a result, it is easy to convey the wrong impression or offend recipients of your message.

These guidelines will help you get the most from your email system and avoid common mistakes.

- Read your email regularly. Email is used for important school and class communication
 - Reply promptly – if you will be delayed in replying, let the sender know when you expect to be able to respond
 - When emailing your teacher, include your full name and class period in the signature line
 - Use an appropriate font style and size.
 - Delete messages in your Inbox that you no longer need
 - Remember that all laws governing copyright, defamation, discrimination and other forms of written communication also apply to email.
 - Use the subject line to identify what the message is about
 - Review your message and check your spelling before sending the email
- Ø Don't write anything you wouldn't say directly to someone
- Ø Don't assume that because you have sent a message, it has been read
- Ø Do not send or forward chain letters or engage in "spamming". Spamming is sending annoying, unsolicited or unnecessary messages to a large number of people.
- Ø Do not label every message as urgent

- Ø Do not “flame”. An email flame is an abusive message about another person.
- Ø Do not transmit obscene messages or pictures.
- Ø Do not enter text in all capital letters. That is considered shouting in an email.