

**Woodson Independent School District
Electronic Communications & Data Management Systems
Student Acceptable Use Policy (AUP)**

Woodson Independent School District strives to offer technological opportunities to our students, staff, and administrators. Our goal is to promote educational excellence by facilitating safe and effective use of technology including the Internet and local resources.

The effective operation of our systems relies upon the proper conduct of all its users. The Superintendent or designee shall implement, monitor and evaluate the District's electronic media and communications resources for instructional and administrative purposes. All students will understand basic and complex system design, maintenance, and acceptable use policies. Students wishing to utilize the district network and Internet resources will be required to sign and have their parents or guardians sign the Acceptable Use Contract.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

The following policy for acceptable use of the Woodson ISD network and technology resources shall apply to all Woodson ISD students.

Electronic Communications & Data Management System:

The Woodson ISD Electronic Communications & Data Management System includes:

- Any and all computers owned by Woodson ISD, networked or stand-alone, regardless of location
- Any and all peripherals attached to any network computer including, but not limited to keyboards, monitors, mice, printers, scanners, big screen monitors and digital cameras
- Any and all servers attached to the Woodson ISD network
- Any and all network hardware comprising the Woodson ISD network
- Any and all computer program software and/or subscriptions licensed to Woodson ISD
- Any and all software installed (with Technology Director authorization) on any WISD network or stand-alone computer, regardless of location.

Network & Internet Services:

- Although Internet access is filtered, it is possible that users may run across areas of adult content and/or material that might be found objectionable. Woodson ISD will make every effort to educate and guide all Woodson ISD network users in the proper use of the Internet. However, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.
- Students are to be informed that networks run "log" and monitoring programs. Administrators and technology staff can track anyone's activity on the network. No activity with technology resources should be considered private.
- Woodson ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. Woodson ISD will not be responsible for damages of any nature incurred while using this system.
- Woodson ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users.
- Woodson ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.
- In order for students to be able to use the Internet, they along with their parents or guardian must sign and return a Student Agreement for Acceptable Use of Electronic Communication System. Teachers will directly monitor a student's behavior and acceptable use of the Internet resources and school network. A student is

not allowed to use the Internet without a teacher present and accepting responsibility to monitor use. This does not in any way make the teacher or staff member liable for the student's inappropriate actions.

- Woodson ISD complies with CIPA (Children's Internet Protection Act) by filtering Internet access for content. However, considering the constant changing environment of the Internet, this filtering cannot be relied on to filter all content under all circumstances. Any malicious behavior or unethical use of the networks will be addressed by the student Code of Conduct with level offenses assigned to certain acts.
- Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.
- Opinions, advice, services, and all other information expressed by the system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not Woodson ISD.

User Accounts:

- The Woodson ISD network and Internet services are not private. Data and/or users may be monitored by the Woodson ISD Technology Department and/or Woodson ISD administrators at any time to ensure proper use.
- All users will be granted system logins and passwords.
- Do not share your account or password with anyone.
- Do not allow anyone else to use your account and do not use someone else's account.
- Do not leave your computer unattended. If you must leave your computer for a moment, either log off or lock the computer. Always log off when you are finished.
- The user is responsible at all times for the proper use of his/her account.
- The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Network Use and Content:

- Use of the Woodson ISD network must be in support of education and research and be consistent with the educational objectives of Woodson ISD.
- All technology will be utilized for educational purposes (i.e. online games without educational objectives are not permitted at anytime and may result in the loss of privileges to technology)
- Use of the Woodson ISD Electronic Communications & Data Management System must not interfere with the acceptable use of the network by staff or other students.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.
- Students are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Students are prohibited from creating or intentionally obtaining files, data and/or email that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Students are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the supervising teacher or site administrator.
- For safety reasons, students are not allowed to access or participate in Internet chat rooms, forums, blogs or newsgroups without permission from the classroom teacher who must first receive permission from the District Technology Director.
- Students may not use any sort of Internet or network instant messaging program.
- Students may not use any sort of web-based email such as Yahoo, AOL, Hotmail, etc. without permission from the Technology Director.
- Forgery or attempted forgery of email messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the email and/or data of other network users.

- Plagiarism and cheating using technology is prohibited. All students will be required to follow ethical use, and copyright laws. Infringement of these policies will result in restriction or limited use of technology in Woodson ISD. Public domain software may not be uploaded or downloaded by a student without written permission from the District Technology Director.
- Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system.
- Students rights to work they create using the District's electronic communications system and all other district technology is limited. Hardware and software used to create such works is property of the district, therefore the products created with such, will also be treated as property of the district. Profits for school organizations received from school fundraisers that utilize the district's technology will be negotiated by the District Technology Director and the Superintendent.

Computer Systems:

- Students are prohibited from downloading and/or installing files or software unless permission is granted by the Woodson ISD Technology Department. All users must respect the legal protection provided by copyright license to programs, books, articles and data. Installation of unlicensed software will not be permitted under any circumstance.
- Students are not allowed to use any external data storage system (floppy disks, CD's, Flash drives, etc.) on the Woodson ISD network unless that device has been approved by the District Technology Director.
- Students are not allowed to use personal devices (including, but not limited to, PDA's, laptops, cell phones) to access the Woodson ISD network unless prior approval is granted by the campus Principal and Woodson ISD Technology Department.
- Students shall not attempt to write, produce, create, copy, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software. Such software is known as a bug, virus, worm, Trojan, or similar name.
- Vandalism is defined as any malicious attempt to harm or destroy any equipment and/or data of another user or of any other networks that are connected to the system. Deliberate attempts to degrade and/or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

Inappropriate Use:

- The use of the Woodson ISD network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies and the Student Code of Conduct. Woodson ISD administration will rule upon inappropriate use.
- Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any other agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses or harmful program components.
- Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.
- Use of proxies to bypass filtering and security is prohibited. May result in suspension or cancellation of system use privileges.

**Woodson Independent School District
Electronic Communications & Data Management
Student Acceptable Use Policy (AUP) Agreement**
(To be completed and signed by both student and parent/guardian.)

Student Section

Student Name (print) _____ Grade _____

I have read the Student Acceptable Use Policy. I agree to follow the rules contained in this policy. If I violate the rules I will lose my access privilege to the District's computer online services and may face disciplinary action. I also agree to report any misuse of the information system to a Woodson ISD faculty or staff member.

Student signature _____ Date _____

Parent section

I have read the Student Acceptable Use Policy. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I agree that the Woodson Independent School District does not control the content of these Internet networks. I understand that if my child violates the Acceptable Use Policy, his/her access privilege to the District's computer online services may be revoked and may be subject to disciplinary action.

The Woodson Independent School District has my permission to give network and Internet access to my child. I understand that my child will maintain this privilege as long as procedures described in the District's Acceptable Use Policy are followed.

Note: Parents who do not want their child to have Internet access and/or have their schoolwork published on the Web should submit this request in writing annually to their child's principal.

Parent or Guardian signature _____ Date _____

Parent name (print) _____