

Acceptable Use Policy (AUP)

Student Responsibilities for Using Network Resources

The use of Alief ISD electronic devices, computer systems and networks, software, and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Content residing on district owned resources is property of Alief ISD. The use of Alief ISD electronic devices, computer systems and networks, software, and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Illegal activities are strictly forbidden. All information including electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the appropriate authorities. The campus and central administrative team will deem what is inappropriate use, and their decision and the consequences are final. Appropriate use of digital resources and devices must follow all requirements, approval processes, and guideline statements set forth in the Responsible Use Practices Guideline document and the Bring Your Own Device Policy. **“Alief ISD 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”.**

Network Standards

1. Using the network resources in such a way that would disrupt the use of the network is prohibited.
2. Following teacher guidelines and instructions on appropriate use of network resources.
3. Using inappropriate language such as swearing or vulgarity, ethnic or racial slurs, obscene pictures, or anything defined as cyberbullying is prohibited.
4. Typing messages in all capital letters is the computer equivalent of shouting and is considered rude.
5. Pretending to be someone else when sending/receiving messages is prohibited.
6. Revealing personal information of yourself or others is prohibited.
7. Logging off of the network when your session is complete.
8. Sharing any district issued username and password is prohibited.

Internet Acceptable Use

1. Obtain permission from your teacher before e-mailing, accessing, downloading, or printing from network resources.
2. Follow teacher guidelines and instructions on appropriate use of the Internet.
3. Access only course related materials for educational purposes.
4. Credit all resources appropriately when utilizing information accessed (observe all copyright and citation guidelines).
5. Cyberbullying and off-task behaviors will result in loss of privileges.

Use of Data

1. Protect confidentiality and act responsibly when accessing data or resources required for schoolwork.
2. Use strong passwords and follow network etiquette to secure sensitive data.
3. Do not share your password.
4. Do not allow access to confidential information to others by placing sensitive data/schoolwork in unsecured network resources or cloud storage.
5. Do not misrepresent or falsely manipulate/change data.
6. The district reserves the right to remove any inappropriate or potentially harmful data from any media storage device that is being used in the school environment.
7. It is a violation to knowingly attempt to access resources that you do not have permission to utilize or should not have access to as required for schoolwork.

8. It is your responsibility to report to your instructors instances where you have access to data/resources that are not part of your schoolwork.
9. "Hacking", unauthorized use, or attempts to circumvent or bypass the security mechanisms of an information system or network of any kind are deemed inappropriate use.

Restrictions

1. Installing any programs to the District's network system is prohibited.
2. Copying and distributing unauthorized materials, such as, but not limited to video, audio, and image files is prohibited.
3. Use of district equipment for personal financial gain is strictly prohibited.
4. Accessing the district network using any non-district devices is prohibited (example – a personal wireless laptop) until the Parent-Student Acknowledgement/Consent Form has been signed/returned and the student has been trained on B.Y.O.D. Policy.
5. Damaging and vandalizing any electronic device, computer systems, or computer networks is prohibited.
6. Printing non-school related materials is strictly prohibited.
7. Accessing and using non-district provided email is strictly prohibited.
8. Student email is a district service for students and is to be used for instructional purposes only.

Copyright of Print/Non-Print Materials

1. Use of print and digital materials must be properly cited.
2. Copies may not be substituted in part or whole for an original work.
3. Copying software is illegal.

Disclaimers

Please note that since the Internet provides access to computers and people all over the world there is a possibility that students may encounter areas of adult content and objectionable material. While the district will take reasonable steps through training to preclude access to such material, and does not encourage such access, it is not possible to absolutely prevent such access.

Alief ISD makes no warranties of any kind, either expressed or implied, for the provided access.

- The staff, faculty, school, and Alief ISD are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Alief ISD resources.
- The staff, faculty, school, and Alief ISD are not responsible for information obtained through district network resources resulting in criminal or terrorist activities.
- Parents who do not wish for their children to have individual access to the Internet must submit to the campus principal the Parent-Student Acknowledgement/Consent Form with the No box checked.

**AISD Student Acceptable Use Policy (AUP)
Compliance Agreement**

I have been informed of the District Acceptable Use Policy (AUP). I acknowledge and understand these policies and guidelines. I also understand that any violations may result in disciplinary actions and /or loss of privileges.

Printed Name

Signature

Date

Alief ISD Responsible Use Practice Guidelines For Elementary-Intermediate Students Grades 3-6

Alief ISD believes that all students should have access to technology when they act in a responsible, courteous, and legal manner. Network and internet access and other online services available to students offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students while creating good digital citizens. All Alief ISD school Internet use is filtered and monitored in accordance with the Children's Internet Protection Act (CIPA) and all applicable requirements. CIPA requires districts participating in the E-rate program to adopt and monitor an Internet safety policy that blocks or filters inappropriate Internet access to minors. "Alief ISD will educate all of our students about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms and cyberbullying awareness and response. "

A good citizen is someone who not only upholds and respects the laws of his/her country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviors. They show care and concern for themselves, their neighbors and other members of their communities. The good citizen respects other people's property, and expects others to do the same for them. The good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for himself/herself, others and their property. In return, he/she expect the same respect to be shown to him/her.

There are three key parts to digital citizenship:

Terms of Agreement:

1. **Respect and Protect Yourself: Looking after me**

- I will only use **electronic devices** when I have permission.
- I will not share my passwords or use my last name, address, telephone number or any other private information when on any website or application, including social networking sites or chat rooms.
- I will use **electronic devices** and the Internet for schoolwork only. I will only go to websites and applications **or use email** when directed by my teacher.
- I will not view, send or display inappropriate messages or pictures.
- I will only share pictures and stories about myself when my teacher tells me to.
- I will talk to my parents and teachers about all of my online friends.
- I will tell my teachers or parents if anyone is unkind to me when using any **electronic device**.
- I will tell an adult if I read or see something on any **electronic device** that is inappropriate.

2. **Respect and Protect Others: Looking after others.**

- I will only say nice things about people.
- I will ask before I share a picture or story about a person.
- I will only go to places that are appropriate and I will tell my parents or teachers if I go to a place that is inappropriate, unkind or rude.
- I will never use any technology to frighten, cyber bully, or be mean to anyone.

3. **Respect and Protect intellectual Property: Looking after stuff.**

- I will use all **electronic devices** carefully and not damage or change the hardware, software, settings, or network.
- I will not download movies, games, or music.
- I will not leave rude or unkind messages on other people's spaces.
- I will obey copyright laws.
- I will print only when my teacher tells me to.
- I will only use my own file or my own folder on the student server.



**Responsible Use Guideline Signature Page
Elementary/Intermediate Grades 3-6**

I understand that if I break any of my ***"I will statements"***; I might not be able to use electronic devices or other technologies in my school.

I am signing my name to show that I will follow the rules.

Student Name (Print) _____

Student Signature _____

Homeroom Teacher _____

Grade _____ Date Signed _____

I have read this Responsible Use Guideline Document and have discussed it with my child:

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Date Signed _____