

## Acceptable Use Policy (AUP) Student Responsibilities for Using Network Resources

The use of Alief ISD computers, computer systems, computer 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 computers, computer systems, computer 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. **“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. Follow 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 inappropriate.
6. Revealing personal information of yourself or others is prohibited.
7. All, but not limited to, external media storage devices such as flash/jump drives, CD-R/RW, and storage cards must be scanned by a staff/faculty member for viruses and can be subject to being erased.
8. Always log off of the network when your session is complete.
9. Sharing your 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 copyright 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 grant access to confidential information to others by placing sensitive data/schoolwork in unsecured network resources.
4. Do not misrepresent or falsely manipulate/alter data.
5. 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.
6. 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.

7. It is your responsibility to report to your instructors instances where you have access to data/resources that are not part of your schoolwork.
8. "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 distribution of 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)
5. Damaging and vandalizing computers, computer systems or computer networks is prohibited.
6. Printing non-course 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 with eChalk accounts 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 a written letter expressing their desire for their child to be exempt from individual Internet access.

**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.

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Printed Name

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Signature

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Date