

**COMPUTER ACCESS -- ACCEPTABLE USE POLICY (AUP)**

The Celina Independent School District believes in the educational value of technology and recognizes its role in supporting student learning by facilitating resource sharing, innovation, communication and integration into the curriculum. Use of the technology and resources through Celina Independent School District will advance and promote education and assist in achieving success in life and work in the 21st Century.

**Student Use**

Technology provides the capability for users to communicate with others and to have access to thousands of libraries, databases, and other resources throughout the world. Technology will be used *only to support instruction, teach and improve learning consistent with the educational mission and goals of Celina ISD. This includes (but is not limited to) research, understanding other cultures, and collaboration.*

**Students are expected to:**

*(student and parent initial below)*

- \_\_\_\_\_ **Care for any equipment issued to them for any particular time**
- \_\_\_\_\_ **Return equipment to teacher in the same condition prior to use**
- \_\_\_\_\_ **Required to report any damaged or malfunctioning equipment to the teacher**
- \_\_\_\_\_ **Use all resources and/or devices for their educational purposes only**
- \_\_\_\_\_ **Not share their user credentials (login and password) with anyone else**
- \_\_\_\_\_ **Maintain and remember their credentials**
- \_\_\_\_\_ **Obtain authorization before moving district technology to a new location.**

**Monitoring Use of the Internet**

The Internet is an association of diverse communications and information networks and it is possible that users may find material on the Internet that would be considered objectionable. *Parents, please note that while Celina ISD will use filtering technology to restrict access to such material it is not possible to absolutely prevent such access.* There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

Celina ISD's goal for use of the Internet is to provide opportunities and resources to assist students in accomplishing educational goals. **Users will be monitored and/or reviewed on their network activities by teachers and/or staff.** If a student mistakenly accesses inappropriate material, he/she should notify the teacher or staff member immediately to protect against a claim that he/she intentionally violated the school district's AUP. If users are found to have intentionally or repeatedly accessed inappropriate material through routine monitoring by school staff, users may lose all privileges and will be restricted from use of district technology equipment connected to the Internet. A notification will be sent from the campus principal or designee to the student and parent regarding the school's due process procedures when students violate the district AUP document.

**Engaging or participating in any of the following activities is prohibited and WILL be punishable according to the District's guidelines and policies.**

*(student and parent initial below)*

- \_\_\_\_\_ **Inappropriate language; swearing, offensive, obscene, racial or ethnic remarks, and/or any other language that may be considered offensive to the reader.**
- \_\_\_\_\_ **Accessing of areas, files, folders, etc for which you have not been authorized.**
- \_\_\_\_\_ **Use of another person's name, password, or directories.**
- \_\_\_\_\_ **Accessing material(s) that are considered or advocate profanity, obscenities, illegal activities, violence, or discrimination.**

*(student and parent initial below)*

- \_\_\_\_\_ Posting of personal information about oneself or another person such as addresses or phone numbers.
- \_\_\_\_\_ Sending or receiving messages or materials that are deemed inappropriate or suggestive should be reported to your teacher or campus administrator.
- \_\_\_\_\_ Harassment of another person. (Persistently acting in a manner that distresses or annoys another person is considered harassment.)
- \_\_\_\_\_ Posting false information about oneself, another person, or an organization.
- \_\_\_\_\_ Engaging in chain letters or spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
- \_\_\_\_\_ Damage to computers, systems, networks, or other users' files.
- \_\_\_\_\_ Violation of copyright laws. (see copyright section)
- \_\_\_\_\_ Engaging in any activity for personal profit, product advertisement, or political lobbying.
- \_\_\_\_\_ Using technology in such a way that would disrupt the use of technology by other users.  
Disruption could occur when downloading large files, including but not limited to music, video, and applications. Downloading of programs (i.e. games, screen savers, widgets, browsers, etc) is **strictly prohibited without written permission.**
- \_\_\_\_\_ Using the Internet during class time without permission or non-educational purposes.
- \_\_\_\_\_ Bypassing the Internet filter or any attempt to breach network or server security.
- \_\_\_\_\_ Enabling or Connecting to a personal network device (ie. cellular wifi, mifi, phone tethering)
- \_\_\_\_\_ Syncing personal devices to school computers for non-educational purposes. (ex. itunes)
- \_\_\_\_\_ If a student has *any* equipment checked out to them that is lost, stolen, or damaged, that student is responsible replacing or repairing that device
- \_\_\_\_\_ Report to an administrator if their account becomes inaccessible for any reason or to regain access after a violation.

**Report the following incidents to your instructor, campus administrator, or other staff member.**

*(student and parent initial below)*

- \_\_\_\_\_ Harassment from another person.
- \_\_\_\_\_ Access to inappropriate materials.
- \_\_\_\_\_ Accidental access of unauthorized areas.
- \_\_\_\_\_ Knowledge of rule violations by other users.
- \_\_\_\_\_ Damage to technology equipment (including but not limited to computers, laptops, mobile devices)

**The Internet and Copyright Laws**

*(student and parent initial below)*

\_\_\_\_\_ Access to copyrighted works does not automatically mean that the information can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted without the authorization of the copyright holder. Any responsibility for consequences of copyright infringement lies with the user. The school expressly disclaims any liability or responsibility resulting from such use.

**Consequences of Inappropriate Use and/or Internet Agreement Violation**

Violation of the AUP may result in the revocation of the user's access privileges for the remainder of the semester and in accordance with the Student Code of Conduct. Appropriate legal action may be taken in accordance with District policy and procedures. The campus principal or designee will make final determination of what constitutes inappropriate use. The campus principal or designee, in accordance with Celina ISD policy, may deny, revoke, or suspend access privileges as required.

**Due Process**

The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through a school or District's file servers.

In the event there is a claim that a user has violated the AUP or the District's Student Code of Conduct while using the District's file servers, the user will be provided with a notice of the suspected violation and given an opportunity to present an explanation before an administrator.

If an Internet violation also involves a violation of other provisions of the District's Student Code of Conduct, the violation will be handled in a manner described in the code of conduct. Additional restrictions may be placed on the use of the student's account.

### **Search and Seizure**

The user should expect only limited privacy in the contents of his/her personal files on a District file server. The situation is similar to the rights a student has in the privacy of his/her locker. Parents have the right, at any time, to see the contents of their child's files. The user understands that *any communication* over the district network is subject to the Texas Public Information Act, and not presumed to be private. Routine maintenance and monitoring of each school's file server may lead to discovery that a user has violated the AUP, the District's Student Code of Conduct or the law. Celina ISD reserves the right to remove any inappropriate content or material that violates copyright laws without notice to the student.

An individual search will be conducted if there is reasonable suspicion that a user has violated the AUP, the District's Student Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

***If an AUP document is not signed by student AND parent, students will be denied access to all District devices, including logging into the network.***

### **Celina ISD STUDENT User**

I have read, understand, and will abide by that provisions and conditions of this agreement. I agree to report misuse to the network administrator or my immediate supervisor.

**Student Name (Please Print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Celina ISD PARENT/GUARDIAN**

I have read, understand and will abide by the provisions and conditions of this agreement. I agree to report misuse to the network administrator or my immediate supervisor.

**Parent/Guardian Name (Please Print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_