

## ~~TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)~~

~~In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:~~

- ~~• Mathematics, annually in grades 3–11~~
- ~~• Reading, annually in grades 3–9~~
- ~~• Writing, including spelling and grammar, in grades 4 and 7~~
- ~~• English language arts in grades 10 and 11~~
- ~~• Social studies in grades 8, 10, and 11~~
- ~~• Science in grades 5, 8, 10, and 11~~
- ~~• Any other subject and grade required by federal law~~

~~[See policy EKB(LEGAL).]~~

~~TAKS Accommodated, TAKS Modified, and TAKS Alternate for students receiving special education services are administered to eligible students.~~

~~Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, are also administered to eligible students.~~

## ~~TARDINESS~~

~~Students are expected to be on time for all classes. Students are considered tardy if not in their assigned class when the bell rings and are subject to disciplinary action.~~

~~In Middle and High School, if a student is more than twenty minutes late to a 90-minute class, or 10 minutes late to a 50-minute class, he/she will be considered **truant** and subject to disciplinary action. The tardy count begins at the beginning of each semester, and is cumulative of all classes.~~

~~For attendance purposes (attendance for credit page 15), three tardies equals an absence.~~

## ~~TECHNOLOGY ACCEPTABLE USE POLICY~~

~~The Technology Department will oversee the District's computer network system. The primary purpose for the District's system is for administrative and educational purposes consistent with the District's mission and goals. The District will provide training to employees in proper use of the system and will provide all users' access to the Acceptable Use Procedures and Regulations. All training in the use of the District's system will emphasize the ethical use of this resource. Access to district computer resources is a privilege, not a right. Inappropriate use will result in suspension or revocation of all or part of this privilege.~~

~~The purpose of computer access is to facilitate operations, instruction, and communications in support of legitimate research and education activities. The use of computer resources must be in support of and consistent with the educational objectives of the District. All users of the Aubrey Independent School District computer system must comply with existing rules and Acceptable Use Procedures and Regulations incorporated into this document.~~

### ~~*Computer Resources for Students*~~

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. Students and parents should be aware that electronic communications and e-mails District computers are not private and may be monitored by District staff. Student printing will be restricted to approved information only. Approval will be at the teacher or lab instructor's discretion. Permission should be asked for on all non-classroom related data. This will include pictures, text, charts, or any printable file. Computer users will be subject to a fine of 10¢ per page for violation of this policy.

### ***Installation of Software***

Most software is subject to US copyright law and can only be used with the permission of the copyright holder. No software may be placed on any device maintained by the District without written authorization from the District's Technology Department. Additionally, no district-owned software may be copied or installed on any non-District devices without express written permission from the district technology department. Illegal installation of software on district equipment is subject to disciplinary action and criminal prosecution. Holders of specific authorized software (non-standard applications) should be able to produce upon request, both written permission for the installation of such software and appropriate valid license documentation.

### ***Transfer of Property Right***

All intellectual property created on district equipment by district staff is the sole property of the district. The individual staff member waives all property rights in regards to said property.

### ***System Access***

Access to the District's computer network system will be governed as follows:

1. As appropriate and with the approval of the Technology Department, District employees will be granted access to the District's system.
2. Teachers will be assigned individual accounts and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. Monitoring of student Internet access will be the responsibility of all district staff.
4. Students will be granted access to the District's system by their teachers and may be assigned individual accounts, as appropriate. Students with individual accounts will be required to maintain password confidentiality by not sharing the password with others.
5. Students completing required course work on the system will have first priority for use of District equipment after school hours.
6. Any system user may have access to the District's computer resources suspended or revoked without prior notice. Reasons for revocation of access privileges include, but are not limited to: Inappropriate Use of Resources Failure to comply with Acceptable Use Policy Guidelines.
7. All information resources are provided without warranty. Data storage is volatile and is subject to loss in part or entire. Individual users are responsible for making backups of data where applicable.
8. All district technology property is distributed solely at the discretion of the Technology Department. No individual is guaranteed a particular piece of equipment or a particular level of access from year to year.
9. All system activities and file structures are subject to monitoring.
10. Actions taken to maintain system integrity, including deletion of files and system removal may be taken without notice.
11. AISD reserves the right to establish additional rules and regulations as necessary to ensure the efficient operation of the district's systems.

### ***Individual User Responsibilities***

The following standards will apply to all users of the District's computer network system:

#### ***Procedures for Appropriate Use of Computers and Networks***

1. Users shall not erase, rename, modify, or make unusable anyone else's computer files, programs or disks.

2. Users shall not use Aubrey ISD computers or networks for any noninstructional or non-administrative purpose (e.g. games or activities for personal profit). District personnel shall be permitted limited personal use at the discretion of the Technology Department providing such use is not disruptive to productivity or the learning environment.
3. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
4. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
5. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
6. Users shall not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, political, or illegal.
7. Users shall not deliberately access or create materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. System users should be mindful that use of school-related electronic mail to advertise items for sale is not allowed.
9. Users shall not intentionally damage the system or damage information belonging to others.
10. Users shall not tamper with or relocate computers, network equipment, printers or other associated equipment without authorization from the Technology Department.
11. System users may not copy, delete, change, or otherwise modify system files including display and network control panels as well as file or folder properties.
12. Users of systems and/or networks may not attempt to gain unauthorized access to resources or information. This includes the unauthorized connection of a non-district computer to the district network.
13. System users may not waste district resources related to the electronic communications system.
14. Users should always report any known violations of the Aubrey ISD Acceptable Use Procedures and Regulations to an administrator.

### ***On-line Conduct***

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. System users may not use another person's system account or try to discover another user's password.
3. System users may not share their account password or email password with others.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system.
5. Public domain software may be downloaded and installed on the District's system only with authorization from the Technology Department.
6. System users must purge electronic mail in accordance with established retention guidelines. Note: Electronic mail (e-mail) is not private and is monitored on a regular basis.
7. Visits to objectionable sites on the Internet will result in suspension or revocation of system privileges and disciplinary action.
8. All forms of outside chat including but not limited to instant messenger are forbidden.
9. All forms of communication through electronic media between students and individuals outside of the district environment are expressly forbidden unless directly supervised by a teacher.

### ***Vandalism Prohibited***

Any malicious attempts to harm, modify, or destroy District equipment or data or data of another user of the District's system, or any of the 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. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs as well as other appropriate consequences.

### ***Forgery Prohibited***

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

Additionally, reproducing another student's work (in part or in whole) for purposes of cheating is classified as forgery and may result in the suspension or revocation of system privileges as well as other consequences consistent with the Student Code of Conduct.

### ***Information Content/Third Party Supplied Information***

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to inappropriate material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension of access and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee who gains access to inappropriate material is expected to discontinue the access as quickly as possible and notify appropriate staff where applicable. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies and possible criminal prosecution.

### ***Network Etiquette***

System users are expected to observe the following network etiquette:

1. Be polite; do not become abusive in your messages to others.
2. Use of inappropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting or receiving obscene messages or pictures is prohibited.
5. Revealing personal address or phone number of the user or others is prohibited.
6. Using the network in such a way that will disrupt the use of the network by other users is prohibited.

### ***Disclaimer***

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. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. 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. Aubrey Independent School District will not be responsible for any damages financial or otherwise suffered while on this system. These damages include loss of data as a result of delays, nondeliveries, mis-deliveries, or service interruptions caused by the system or user errors or omissions. Use of any information obtained via the information system is at your own risk. Aubrey Independent School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

### ***Student Agreement for Acceptable Use***

I understand that by utilizing district technology resources I am affirming that I have read the agreement contained in this handbook, returned the signatory sheet in regards to this handbook and understand that I am subject to all of the terms in the acceptable use policy as stated.