Wylie ISD Acceptable Guidelines for Student Technology Use

The student access to technology in the Wylie Independent School District will be governed by the policies, contracts, and administrative procedures approved by the Board of Trustees. These guidelines include the following provisions.

System Access

Access to the district's electronic communications system is a privilege, not a right, and will be governed as follows:

➢ Students completing required course work on the system will have first priority for use of district equipment after school hours with proper supervision.

➢ Any system user identified as a security risk or having violated district computer-use guidelines may be denied access to the district's system in accordance to the District's Student Code of Conduct (see sections FNC and FO from www.tasb.org/policy/pol/private/043914). Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Suspension/Revocation of User Account

The district or campus may suspend or revoke a user's access to the district's system upon violation of district policy and/or administrative regulations regarding acceptable use. When the campus administration suspends or revokes a student's access, only the campus administration or district superintendent can authorize the reinstatement of it.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system (including Internet browsing) by students will not be considered confidential and may be monitored at any time by designated district staff. This process assures appropriate use for educational or administrative purposes. Monitoring extends to all aspects of any user's interaction with any system connected to the District's system.

Personal Safety

➢ I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, or telephone number.

➢ I will not attempt to personally meet with someone I have met online without my parent's approval.

➢ I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

Illegal Activities

➢ I will not attempt to gain unauthorized access to WISD's servers, network, or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

➢ I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- ➢ I will not use the district servers or network to engage in any illegal act, such as, but not limited to, arranging for a drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person.
- ➢ I will not read, move, rename, edit, delete or in any way alter the files created or organized by others.
- ➢ I will not install software on any WISD computers or on the WISD network without approval from the WISD Technology Department.
- ➢ I will not alter hardware or software setups on my school's computers or district servers.
- ➢ I will not use another person's system account nor give my account information to anyone else.
- ➢ I will not provide or attempt to transfer non-instructional files from systems outside the district.
- ➢ I will not make any malicious attempt to harm or destroy district equipment or materials.

Security
- ➢ I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use it. Under no conditions will I provide my password to another person.
- ➢ I will immediately notify a teacher or an administrator if I have identified a possible security problem with the network or computers. I will not attempt to find these security problems, because this may be construed as an illegal attempt to gain access (hacking).
- ➢ I will take all precautions to avoid the spread of computer viruses.
- ➢ I will not attach non-WISD computer equipment or peripherals to the WISD network or its infrastructure. This does not include data storage devices such as USB pin drives, flash drives, or CDs/DVDs.
- ➢ I will not use another user's username and password to access anything on the district's system.

Inappropriate Language
- ➢ I will not use obscene, profane, lewd, vulgar rude, inflammatory, threatening, or disrespectful language.
- ➢ I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- ➢ I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending him/her messages, I will stop.
- ➢ I will not knowingly or recklessly post false or defamatory (insulting, offensive, etc.) information about a person or organization.

Respect for Privacy
- ➢ I will not repost a message that was sent to me privately without the permission of the person who sent it.
- ➢ I will not post private information about another person.

Respecting Resource Limits
- ➢ I will not post chain letters or engage in "spamming." Spamming is sending an annoying, unsolicited or unnecessary message to a large number of people.
- ➢ I will not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher. Teachers may not authorize me to download anything that is illegal for me to have or is in conflict with this WISD Acceptable Use Guidelines for Technology.
- ➢ I understand that WISD personnel may monitor my computer activity and delete any files that are not for a classroom assignment.
- ➢ I will not use the District's system for commercial gain (buying, selling or bartering goods or services).

Plagiarism and Copyright Infringement

➢ I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.

➢ I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. This includes taking or sharing unlicensed music and/or videos. If the copyright notice of a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by the copyright law, I will ask a teacher to answer my question.

Inappropriate Access to Material

➢ I will not use WISD district computers, servers or network to access material that is profane or obscene (pornography). I will not use WISD district computers, servers or network to access material that advocates illegal acts or that advocates violence or discrimination toward other people unless that access is directly related to an assignment.

➢ If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator, and will not attempt to access it again.

➢ My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The district fully expects that I will follow my parent's instructions in this matter.

➢ I understand that Internet access is provided for support of classroom instruction and assignments. I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

Use of Personal Electronic Devices

WISD will grant students permission to bring personal, wireless devices from home to campus for their academic use. Student use of personally owned devices in the classroom setting will be at the discretion of the campus administrator and/or classroom teachers.

Students who use their personal wireless devices will have access to the Internet but will not have access to any other network resources, such as network folders. Network drives can only be accessed via district machines.

WISD is not liable for any loss or damage incurred, nor can staff load any software onto personal devices. Students are responsible for the security of any equipment brought with them to school. All laptops and other devices should contain proper antivirus software as well as fully patched operating systems and should be clearly marked with the student's name for identification purposes. WISD is not responsible for lost, damaged, or stolen devices.

Students will not loan their devices to someone else. Students are responsible for the content contained on the device regardless of how it originated.

All devices brought onto a WISD campus are subject to search and seizure. Improper use could result in the loss of privileges for such devices.