

Spur Independent School District Acceptable Use Policy

The District's network allows staff and students to communicate with each other and other networks via the Internet. Additionally, the network provides staff and students access to a multitude of electronic instructional resources from both local and remote servers.

The District wide-area network is used by staff and students to communicate with others in a manner that is consistent with the District goals. E-mail, chat rooms, and other forms of direct electronic communication shall be accessed by students only under the direction and supervision of school staff.

Students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and that access of such resources will not be permitted.

The District will provide network access to Internet services that staff and students should use in accessing instructional and reference material on the Internet. The network is designed so that objectionable materials are filtered and are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and parents must be informed that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives, and that if such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation in information and resources as part of their ongoing education for life in modern society.

The following practices using the District wide-area network shall be prohibited:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director.
2. Posting or distribution of messages that are obscene, vulgar, profane, sexually oriented, pornographic, highly offensive to others, highly threatening to others, or illegal, because a significant part of the District's educational mission is to inculcate the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Participating in chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.

10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.
14. Any use of a District account by anyone but the authorized owner of the account.
15. Use that disrupts the educational and administrative goals of the District.

Privacy - Network storage areas, including e-mail, shall not be considered private. Designated District staff and network administrators may review files and communications to maintain integrity system-wide and ensure that staff and students are using the system responsibly.

Illegal copying - Students should never download or install any commercial software, shareware, or Torrents onto network drives or disks, unless they have written permission from the Network Administrator; nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - No materials or language not in line with the rules of school behavior should be accessed or communicated electronically: specifically, no profane, abusive, obscene, sexually oriented, threatening, harassing, illegal or impolite materials or language or that which is damaging to another's reputation. Should students encounter such materials or language by accident, they should report it to their teacher immediately.

Any of the above inappropriate material shall not to be stored in student files on the Spur ISD server nor any Spur ISD computer.

Consequences of Violations of Acceptable Use Policy

Violation of any of the provisions of this policy may result in loss of computer access as well as other disciplinary or legal action. Staff and students are subject to all local, state, and federal laws. Staff misuse of the network is subject to the District personnel policies. Student misuse of the network is a Level IV disciplinary issue.

Spur ISD Parent/Student Laptop Policy

Student Agreement

- I will bring my laptop to school EVERY day that I am in attendance.
- I will know where my laptop is at ALL times and take good care of it.
- I will charge my laptop's battery every day.
- I will NOT loan out my laptop and/or cords to other individuals.
- I will keep my laptop in its protective case when it is not in use.
- I will transport the laptop between classes securely closed in its protective case. Earbuds or headphones shall not be used during transport.
- I will keep my laptop off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from my laptop since they may cause damage to the computer.
- I will not use the laptop during meals.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will not deface the laptop case in any way. This includes, but is not limited to, marking, painting, drawing, attaching stickers, or marring any surface of the laptop case.
- I will not use screensavers, backgrounds, and/or pictures with obscene or inappropriate language and/or materials.
- I understand that sound must be muted at all times unless headphones/earbuds are used or permission is obtained from the teacher for instructional purposes.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of the Spur Independent School District.
- I will follow the expectations outlined in the Parent/Student Laptop Agreement and the Acceptable Use Policy (AUP) while at school, as well as outside the school day.
- I agree to return the laptop and all of its peripherals in good working condition.

Parent Agreement

- I acknowledge that I will be responsible for the entire cost of repair or replacement for damages to the laptop, no matter where damage occurs (school, home, etc.).
- I acknowledge that my child and I are to follow the expectations outlined in the Parent/Student Laptop Agreement and the Acceptable Use Policy and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to return the laptop and all of its peripherals in good working condition.

Turn this page in, you may keep
the first 3 pages(AUP and
Laptop Agreement).

Acceptance of Policies

Student Section

I have read the Acceptable Use and Laptop Policies, including the Consequences for Violations, and I agree to follow the rules contained in the Policies. I understand that if I violate the rules my account can be terminated or device taken away, and I may face other disciplinary measures. I agree to take care of my laptop. I understand that it is a teaching tool I am responsible for bringing every day, and my parents are responsible for any damage that occurs to my issued device.

User Name (please print): _____ Grade: _____

User Signature: _____ Date: _____

Parent Permission Form and Agreement

As a parent or guardian of a student at Spur ISD, I have read the Acceptable Use Policy about the appropriate use of computers at the school, as well as the Laptop Agreement about the rules my student and I will follow while using a school device. I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

I understand that the District's resources are designed for educational purposes. I also understand that it is impossible for Spur Independent School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I understand that individuals and families may be liable for violations. Furthermore, I accept full responsibility for supervision when my child's computer use is not in a school setting. I also accept the responsibility of ensuring that my student's device is taken care of and that I will be responsible for any repair costs due to damages to my student's device.

Parent Name (please print): _____

Home Address: _____, _____, Texas
(street address) (city)

Phone: _____

Parent Signature: _____ Date: _____