

Plains ISD Laptop Initiative



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Acceptable Use Policy

Purpose

Plains ISD is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the PISD technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of PISD.

Technology Resources

Plains ISD technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of Plains ISD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by PISD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Plains ISD. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Plains ISD's Student Code of Conduct shall be applied to student infractions.

User Terms and Conditions

The use of Plains ISD's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Plains ISD along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Parents have the right to request to see the contents of their student's computer files at any time.
 - a. The district will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the district Internet system.
 - b. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the district Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
 - c. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on your use of the Internet.
3. Prohibited technology resources activities include, but are not limited to, the following violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multiplayer games, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.
- l. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- m. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- n. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- o. Creating, uploading, or transmitting computer viruses.
- p. Attempting to defeat computer or network security.

Consequences:

1st offense – Office intervention or 3-day computer laptop suspension

2nd offense – 10-day computer laptop suspension

3rd offense – Laptop suspended for remainder of the six weeks or not less than 10 days.

Network Violations Consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. If you mistakenly access inappropriate information, you should immediately report this access in the manner specified by your school. This will protect you against a claim that you have intentionally violated this policy.
5. The district has installed filtering software to protect against access to inappropriate material.
 - a. If you feel that the filtering software is blocking your access to an appropriate site, report this to a school librarian, computer lab coordinator, principal, or teacher. You may also submit an anonymous request to have the site

unblocked.

- b. You will not seek to bypass the filtering software by using a proxy site or some other technology.
6. Plains ISD does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from the use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet. It is the user’s responsibility to have a backup of all important data to ensure that work is not lost due to mechanical failure or accidental deletion,
 7. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
 8. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal’s Office.
 9. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Only inventory identification labels or stickers approved by Plains ISD may be applied to the computer.
 - b. Computer protective carrying cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
 - c. Computers that malfunction or are damaged must first be reported to the Technology help desk. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accident will be repaired.
 - d. Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in at the Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student’s teacher.
 - e. Individual school laptop computers and accessories must be returned to the PISD Help Desk at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at PISD for any other reason must return their individual school laptop computer on the date of termination.
 10. “Personal contact information” includes your full name, together with other information that would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
 - a. If you are an elementary or middle school student, you will not disclose your full name or any other personal contact information online for any reason.
 - b. If you are a high school student, you may disclose personal contact information to educational institutions, companies or other entities for career development purposes, or with specific staff approval.
 - c. You will not disclose names, personal contact information, or any other private or personal information about other students. You will not forward a message that was sent to you privately without permission of the person who sent you the message.

11. Inappropriate language

- a. Restrictions against inappropriate language apply to all speech communicated through the district Internet system, including public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption to your school or any other organization or person.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass or bully another person.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
- g. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate, makes you feel uncomfortable, is in violation of the restrictions on inappropriate language. You should not delete such messages until instructed to do so by a staff member.

12. The district will not restrict your access to information and ideas based on a disagreement with the views expressed. The district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of disagreement with the opinions you are expressing.

13. Plagiarism and copyright infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is the act of representing someone else's work or ideas as your own, regardless of whether it was obtained through human or AI means.
- b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
- c. You will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- d. You own the copyright to works that you create in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright.

14. System security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the policies of the Laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Student Code of Conduct.
- c. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. However, do not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- d. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences according

to the Student Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at PISD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any coverage deductible. Failure to return the computer will result in a grand theft report being filed with the Yoakum County Sheriff's Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the PISD Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Coverage and Fees

Laptop Computer Protection

WARRANTY: This coverage is purchased by Plains ISD as part of the purchase price of the equipment. ***Laptops are covered from defects in materials and workmanship.*** This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Loss of Laptop: Students/Parents are responsible for full replacement cost for a lost laptop.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages, including misuse and abuse, to laptops. Warranty or School District Protection **DOES NOT** cover intentional damage, misuse or abuse of the laptops. Damage to your Laptop due to failure to follow proper care and handling procedures is considered misuse or abuse of the laptop.

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent**. A copy of the fire report must be provided to the principal's office. A theft must be reported to the principal's office within 24 hours and a report will be filed by Plains ISD with the Yoakum County Sheriff's department. Personal insurance claims filed should be reported to the principal's or Superintendent's office.

Lost or Destroyed Replaceable Parts/Accessories: If a student loses or destroys any of the following components, they will be charged full replacement costs for those items: power module/cord and components, battery, carrying case.

Laptop Technical Support: The Technology Department coordinates the repair work for laptops. Plains Technology is certified to complete repairs. Any attempt to complete repairs on your own will void warranty.

Acceptable Use Policy Agreement

Student Section

Student Name _____

Grade _____

School _____

I have read the district's *Acceptable Use Policy*. I agree to follow the rules contained in these policies. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature _____

Date _____

Parent or Guardian Section

I have read the district's *Acceptable Use Policy*.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

I also grant permission for examples of my child's schoolwork to be published on the World Wide Web as an extension of classroom studies, provided that the home address, home phone number, student's last name or a close up photograph is not included.

Note: Parents who do not want their child to have Internet access and/or have their school work published on the Web should submit this request in writing annually to their child's principal. While the District will attempt to restrict access, it is ultimately the responsibility of the parent to ensure their child does not violate this request.

Parent Signature _____

Date _____

Parent Name _____

Home Address _____

Phone _____