

Groom ISD

Acceptable Use Policy

Introduction

Groom ISD is pleased and proud to offer our staff and students access to modern technologies in conjunction with access to the Internet. Use of the wireless network will provide the Groom campus access to numerous software programs and the Internet for educational purposes. Groom ISD believes that teaching using 21st Century tools will improve the educational opportunities for our students. We will strive to provide teachers and students with the best and most relevant, web and application based resources in order to facilitate a productive and engaging learning environment. Groom believes the backbone of our initiative is a strong and robust infrastructure and will make efforts to maintain and upgrade these assets as needed for an optimal experience for both students and teachers, and to facilitate a strong communication medium between staff, students, and parents.

This Acceptable Use Policy (AUP) fully outlines the expectations and guidelines when using district technologies.

- ***All resources are intended for educational uses only.***
- ***Activity over the district network WILL be monitored and retained.***
- ***Access to internet content may be restricted due to state or federal or school regulations. Attempts to bypass this security will result in disciplinary action.***
- ***Students are expected to care for their device. Failure to do so may result in disciplinary action.***
- ***Students are responsible for their actions while using supplied technologies. Any harm, damage, or illegal activity will be the sole responsibility of the student.***
- ***Staff and students are expected to alert IT staff immediately of any concerns regarding misuse of technology.***

Technology Covered

Groom school district will provide internet access for students and staff while on campus. As technologies emerge, the district will consider such technologies as viable options as provisions for staff and students. This includes but is not limited to Desktop PCs, Laptops, tablets, smart devices, email, blogs and other relevant technologies.

Usage Policies

All technologies are intended for educational use. Resources such as websites, applications or computer related content may not be permitted due to its inapplicable educational use. You are expected to use good judgment while at school and at home when using a district provided technology. If the site or resource you wish to access does not fit into this AUP, you are expected to use your own personal computer.

Web Access

Groom provides on campus internet access that is restricted in compliance with CIPA regulations in conjunction with district regulations and policies. The district will educate all students on appropriate online behavior.

Groom ISD reserves the right to monitor, retain, and restrict all internet browsing activities and records. Users are expected to respect the web filter as a safety precaution and should not by any means attempt to circumvent it when browsing the web. If a site seems like it should be blocked but is not, the user should not assume that “un-blocked” sites are always acceptable. Any user may submit a website for review to the IT staff if they wish it to be un-blocked.

Email

The district may choose to provide a source of email to students. Only approved email systems will be acceptable, and users should not assume their personal email accounts fall into this guideline.

If users are provided email accounts, they should be used with care and in a professional manner. ***Users should not send personal information; should not contribute to chain letters or “spamming” (spamming is sending unsolicited messages to a large number of people); should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language and should only communicate with other people as allowed by the district policy. Commercial use of a school email address is prohibited.***

Email is generally considered to be a private communication medium. Although Groom does honor that expectation, users should also know that ***Groom Technology and Administrative staff, reserve the right to review all incoming and/ or outgoing emails from any user with a district email address as it deems appropriate in order to enforce adherence to the guidelines set forth in this AUP.***

Social / Web 2.0 / Collaborative Content

Groom ISD sees great benefit in the utilization of various social network and collaborative web-based content. However, unless otherwise notified by technology staff, sites accessing such content should be considered a violation of the AUP guidelines. Social media sites will be available for student access upon district discretion. Students will be educated on the dangers of social media and ways to protect themselves while online and interacting with others.

If a medium for social network is allowed by the district, users are expected to communicate in a safe and courteous manner, on and off the school network.

Users should be careful not to share ANY personal identifying information online and be mindful to restrict viewing of your profile only to accepted friends.

Device Lending

The district may choose to provide users with a mobile device including but not limited to: laptops, tablets and other portable media. You are expected to follow the same guidelines set in this AUP while on and off campus. Users should be mindful that the district reserves the right to monitor and track all devices supplied by the district to staff and students.

Users are expected to treat these devices with extreme care and caution. The device is expensive and is expected to last for several years until the school decides to purchase a replacement. ***Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from neglect.***

Examples of neglect:

- ***Leaving your device unattended***
- ***Leaving your device on the floor***
- ***Putting stickers on your device***
- ***Removing district applied labels***
- ***Pulling off keys or otherwise disassembling your device***
- ***Hitting your device***
- ***Leaving the device in a hot car (also see item 1 above)***
- ***Letting your device get dirty, scuffed, scratched***

Personally Owned Devices

Students should keep personal devices such as tablets, cell phones, and laptops at home or turned off unless given express permission otherwise.

If personal devices are used on campus, they should not be connected to the network for security concerns unless given express permission by the IT staff.

Downloads

Student devices are restricted from downloading and installing any programs or applications unless located in the approved App Store or the “Self Service” application provided to each device. All Users should be cautious and consider the source of any downloadable content. Documents, PDFs, applications, and archives can all contain malicious content that can harm your computer and compromise your personal information. Violations of this policy may result in permanent or temporary loss of the device.

Netiquette

Users should understand that the internet is a vastly expansive network, and anything, and everything you put online will remain in some form. ***Users should not put anything including but not limited to, text, pictures, and documents online that they would not want parents, teachers, or future colleges or employers to see.***

Plagiarism

Students should not plagiarize any content offline or online. The district has incorporated measures to determine if a student is involved in plagiarizing submitted content.

Personal Safety

Your personal safety is the highest concern for Groom ISD. Never share any personal information with someone you do not know. Many times simple things

like an identifying picture of you could provide a means for a person to locate you and potentially harm you.

You should understand that people are not always who they say they are online and should be cautious when engaging in any form of communication with someone online. Always bring any concerns you have about internet safety to a Groom staff member or a parent if you are using the device at home.

Examples of personal information not to share:

- Last Name
- Address
- Financial information
- Social Security Number
- Birthday
- Other personal identifiers

Illegal and Improper Activities

Users will not engage in the use of proxies, hacking, cracking, phishing or any means that attempts to gather or damage information from another person or organization.

Do not in any way attempt to gain unauthorized access to any system or network or attempt to disrupt system performance by spreading computer viruses, spyware, malware or by any other means.

Cyber Bullying

Cyber bullying will not be tolerated by any means. ***Cyber Bullying comes in many forms but should generally be assumed as “any action that harms another person while using digital content.” This includes sending or posting any form of***

digital communication through a computer or cell phone with the intent of scaring, hurting, or intimidating another person.

As with your own information, everything you post online about someone else is permanent. Students will be educated on cyber bullying and how to respond to it effectively.

Inappropriate Language

Users should conduct all communications in a way that positively reflects on Groom ISD in all forms of communication. This includes any private messages, blog posts, emails, social networking, personal web pages, chats, etc.

Users will not engage in personal, discriminatory, or prejudicial attacks or engage in the use of verbal or non-verbal forms of slander or harassment. If a user is asked to stop sending messages or posting some content, they must stop.

Users will not knowingly post any defamatory information about another person or organization.

Users will not use technologies to conduct online gossiping about other people.

You should never post anything about another person unless you have the expressed permission of that person to do so.

Users will not use any district device or internet to look up content that involves any of the following:

- Obscenity (pornography)
- Any site or content advocating illegal or illicit activities
- Promotes violence or hate-related content

If a student wishes to conduct research on the aforementioned topics, they will need to obtain permission from a school administrator. Failure to do so will result in disciplinary action against the student for violating this AUP.

Staff members may also access the aforementioned topics only for the expressed purpose of legitimate research.

Any user given permission to access such content should proceed with caution and use good judgment in regards to the content being viewed. Users should not consider permission to access such content open ended and without restrictions.

If a user inadvertently accesses the above content unwillingly or unknowingly, that person should close out of the content immediately to comply with this AUP.

Examples of Acceptable Use

The following are some example guidelines of what is expected and not expected when using a school issued device. These lists are not meant to be exclusive, but only an example.

I will:

- ***I will use all school related technologies for educational purposes***
- ***Conduct myself in a respectful manner both on and offline***
- ***Treat all technologies with care***
- ***Engage in positive and constructive behavior while online or collaborating with others.***
- ***Alert a parent or teacher if I see inappropriate or threatening images or content while on my device.***
- ***Always cite sources when using an online reference for a project***
- ***Always have my machine charged and ready for the day***
- ***Report misuses of this AUP to an administrator***
- ***I will keep my device clean and protected***

I will not:

- Deface or otherwise damage my device
- Engage in any action that defames, offends, or by any means hurts another person
- Attempt to gain access to any network, system or information that does not belong to me.

- Plagiarize content I find online
- Post personal identifying information online in any form.
- Try to get around the content filter

Limitation of Liability

Groom ISD will not be responsible for damage or harm to persons, files, data or hardware in connection with the District devices, email accounts or the Network. Even though Groom ISD makes use of various security and content filtering technologies, it makes no guarantee on its effectiveness. Groom ISD will not be held responsible, financially or otherwise, for unauthorized transactions conducted over the school network or on a school device.

Violation of this AUP

Violations may result in one of the following and will be determined by the campus principal and district representatives.

- ***Fine as defined by the campus for damages or inappropriate use***
- ***Loss of Network Privileges***
- ***Loss of District Loaned Devices***
- ***Notification of Parents***
- ***Detention or Suspension from school or school related activities***
- ***Legal Action / or Prosecution***

Due Process

The district will cooperate with all legal entities and will adhere to state and federal mandates regarding technologies and child safety. Employees should refer to their chain of command in investigating any activities relating to a

violation of this AUP or to any illegal activities conducted through the Groom ISD network.

A violation of this AUP will constitute a violation of the student or employee code of conduct and will be handled accordingly by a campus and or district administrator.

Any district or campus administrator may terminate user accounts and/ or suspend email accounts at any time, for any reason providing notice to the user.

Email or network accounts that have not been accessed for over 90 days may be subject to deletion.

Student Pledge for Device Use

- 1. I will never leave the device unattended or loan it out to other individuals.**
- 2. I will charge my device's battery daily.**
- 3. I will keep food and beverages away from my device since they may cause damage to the computer.**
- 4. I will not disassemble any part of my device or attempt any repairs.**
- 5. I will protect my device by only keeping it in the case provided by the district.**
- 6. I will only use my device in ways that are appropriate and educational.**
- 7. I will not place decorations (stickers, markers, etc.) or write on the device.**
- 8. I understand that my device is subject to inspection at any time without notice and remains the property of Groom ISD.**
- 9. I will follow the policies outlined in Groom ISD's Acceptable Use Policy while at school and any other place I use my device.**
- 10. I agree to pay for damages or the replacement of power cords, batteries, or cases in the event any of these items are lost or stolen.**
- 11. I agree to return the device and power cords in good working condition immediately upon request by the District.**

Signature (To be retained by Groom ISD)

By signing this document (Groom ISD, Acceptable Use Policy), you agree as an employee or student of Groom ISD to adhere to all the terms and conditions specified in this AUP. You agree that in regard to the use of technologies, you will conduct yourself in a way that represents Groom ISD in a positive and uplifting way.

If you are unsure about any action not provisioned in this document, you agree to consult an administrator for clarification on the matter.

Student/Staff Name: _____ (Please Print)

Student/Staff Signature: _____ Date: _____

Parent Signature (if applicable): _____ Date: _____

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The full copy of the Acceptable Use Policy is found on www.groomisd.net. Check here if you would like to receive a hard copy of the AUP.

COMPUTER PROTECTION AGREEMENT

Groom ISD recognizes that with the implementation of the 1-to-1 computer initiative, there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty and school district protection insurance.

Dell Warranty: This coverage is purchased by Groom ISD as part of the purchase price of the equipment. **Dell warrants the computer from defects in materials and workmanship for 3 years from the date of purchase.** This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or replace the computer. The Dell warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

School District Protection: An annual protection payment for damage or repairs not covered by the Dell warranty in the amount of **\$25 is required to be paid** by the parent/student to the district for each computer loaned to a student. This payment is nonrefundable. The annual coverage begins upon receipt of payment and ends at the end of each school year.

Deductible Amounts/per incident: The amount of the deductible that students/parents will be responsible for is as follows: **1st incident - \$250 deductible or cost of repair**, whichever is less; **2nd incident - \$250 deductible or cost of repair**, whichever is less; **3rd incident - The actual cost of repair/replacement.** Student loses take-home privileges until the financial obligations are taken care of and an administrative decision is made regarding the students further use of the equipment. ***(Effective if deductible applies to incident)***

Additional Information: In cases of theft, vandalism, and other criminal acts, a police report (or fire report in the case of fire) **MUST be filed by the student or parent** for protection coverage to take place. A copy of the police/fire report must be provided to the Principal's office.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to computers. Dell Warranty or Accidental Damage Protection **DOES NOT** cover intentional damage to the computer.

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, battery, carrying case.**

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Computer Use

Groom ISD

1. I will take good care of my computer, knowing that I will be issued the same computer each year.
2. I will never leave the computer unattended.
3. I will never loan out my computer to other individuals.
4. I will know where my computer is at all times.
5. I will charge my computer's battery daily.
6. I will keep food and beverages away from my computer since they may cause damage to the computer.
7. I will not disassemble any part of my computer or attempt any repairs.
8. I will protect my computer by only carrying it while in the carrying case provided by the district.
9. I will only use my computer in ways that are appropriate and educational.
10. I will not place decorations (stickers, markers, etc.) on the computer or its carrying case.
11. I understand that my computer is subject to inspection at any time without notice and remains the property of Groom ISD.
12. I will follow the policies outlined in Groom ISD's Acceptable Use Policy while at school and any other place I use my school-issued computer.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of power cords, battery, or computer case in the event any of these items are lost or stolen.
16. I agree to return the District computer, power cords, and carrying case in good working condition immediately upon request by the District.

Student Name: _____ (Please Print)

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

GROOM INDEPENDENT SCHOOL DISTRICT
Computer Loan Record

Name: _____

Grade: _____

Date: _____

Phone: _____

Item Description	Serial No. / Asset Tag No.	Condition
Dell 14" Latitude 3440 Computer		New
Charger and Cable		New
Carrying Case w/ straps		New
Computer Protection Agreement Signed & Received		Date
Acceptable Use Agreement (AUP) Signed & Received		Date
Student Pledge Signed & Received		Date
Annual Protection Payment Received \$25	Cash: _____ Check _____ Check # _____	Date

Date Issued: _____

Acknowledgement of Issuance:

Student Signature