

SECTION IV – COMPUTER USE

DISTRICT STUDENT ACCEPTABLE USE POLICY **FOR ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS**

Fort Bend ISD is pleased to offer its students access to computer resources and electronic networks such as the Internet. These computer resources are a privilege, not a right. This access will increase learning opportunities by allowing students to explore thousands of current information sources from around the world. These resources are to be used to support district educational goals. The district has taken precautions to restrict access to controversial information with the use of filtering software. Although it is impossible to control all materials, the valuable information and interaction available via the worldwide network far outweighs the possibility that users may procure material that is not consistent with district educational goals. The district has established the following guidelines for the acceptable use of its computers, computer resources, and electronic networks, and asks that students and their parents read and discuss them together.

Students and their parents must sign and return the *Student Acceptable Use Policy Signature Page* and the form must be returned to the student's campus of attendance by the fifth school day of each school year or by the 5th day after the student first enrolled in the district. The signed AUP must be returned annually to maintain the student's access to the district's computers. A student who does not return the signed AUP will be denied automatically his or her right to access district computers at the end of the last school day of September and until such time as the signed AUP is returned to the campus and access is restored.

Students and their parents should be aware that email using district computers is not private and will be monitored by district staff.

Rules of Acceptable Use

A. General Use

- Only students who have returned a signed *Student AUP Signature Page* that gives parental permission, and who are under direct supervision of designated district instructional employees, are permitted to use a district computer.
- Students may not use any network account except their own.
- Students are prohibited from changing any computer settings and/or configurations.
- Students may not install any software, including but not limited to commercial software, shareware, freeware, original software, and/or utilities onto school computers or networks.
- Students are not allowed to open computer cases (CPUs) or make modifications to computers.
- Student passwords must be changed in accordance with district policy.

B. Internet Safety/Electronic Communications Use

- Students are expected to know that electronic communications are not private. Network administrators may review electronic communications and logs of Internet sites visited by students to verify appropriate use.
- Students are expected to use network etiquette by communicating politely and using appropriate language.
- Students are permitted to visit only those Internet sites that are appropriate for students and support district learning objectives.
- Students are expected to notify their teacher immediately if they should encounter any material or electronic communication that is inappropriate.
- Students must not respond to any electronic messages that are inappropriate or from an unfamiliar source.
- Students must never agree to get together with anyone they "meet" online.
- Students are prohibited from pretending to be someone else or transmitting and/or displaying obscene messages or pictures (pornography).
- Students are prohibited from revealing their full name, addresses, and/or telephone numbers electronically, except to request college information or through district approved filtered e-mail.
- Students are prohibited from revealing names, personal addresses, e-mail addresses, and/or phone numbers of others.

- Students are prohibited from revealing any personal information including but not limited to campus, grade, family information and personal interest outside of the district approved communication tools.
- Students should use only their first names in communications outside the district.
- Students may not access or download any programs, files, or information without permission from a teacher.
- All Web pages created for the FBISD Web site must be submitted to the designated campus Web Master for approval and can be posted only by the campus Web Master.
- Students will not participate in any email, chat room, news group, or Instant Messaging accessed on the Internet outside district approved Communication tools.

C. Computer Ethics/Cyberbullying

- Students are expected to observe copyright law in their use of electronic media.
- Students are prohibited from using computers and the network in a way that would harm another person or disrupt use by others (hacking, duplicating software, uploading/creating viruses, downloading files without permission, intruding on the files or electronic work of others, and/or committing any type of electronic or physical vandalism/ theft).
- Students are prohibited from using district electronic media for commercial activities and/or political lobbying.
- Students are prohibited from using electronic communication tools to support repeated and hostile behavior by an individual or group that is intended to harm others.

D. Consequences for Violation of the *Student Acceptable Use Policy*

Any infraction of the *Student Acceptable Use Policy* shall be reported immediately by the campus principal to the Information and Technology Department. Violation of the Rules of Acceptable Use may result in disciplinary action, which may include:

- loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the campus principal in consultation with the Information and Technology Department and the appropriate assistant superintendent in the Department of School Administration
- other disciplinary or legal action in accordance with district discipline policies and the **Student Code of Conduct**

E. Disclaimer of Liability

The district shall not be liable for a student's (users) inappropriate use/[misuse](#) of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

PARENT SIGNATURE PAGE 3 OF 4

STUDENT ACCEPTABLE USE POLICY (AUP) SIGNATURE PAGE

(for accessing FBISD computers and electronic communications systems)

This AUP signature page will remain in effect for a full calendar year from the date of the student's/parent's signature. Prior to using any district computers, the student and the student's parent must sign and return this Student Acceptable Use Policy (AUP) Signature Page, acknowledging their understanding of the district policy, rules of acceptable use, responsibilities, and the consequences of violating the Student Acceptable Use Policy agreement. Note: Data and/or email stored on school-owned computers as well as off-site school supplied data storage can and will be searched at any time for any reason, and users have no right of privacy in such data.

A student who does not return this signed *Student AUP Signature Page* will be excluded from all computer access and use until the signed document has been returned to his or her campus of attendance.

Student Information Section (PLEASE PRINT)

Last Name: _____ First Name: _____ Middle Name: _____

School: _____ 6-digit permanent ID # _____

Homeroom/Advisory/Designated Teacher: _____ Grade: _____

I have read and do understand the *Student Acceptable Use Policy* as it applies to my use of computers and electronic communication networks in FBISD. I agree to abide by all rules for acceptable use and consent to the monitoring of my district e-mail account. I understand there may be consequences for violating the rules stated in the Acceptable Use Policy (AUP)., including termination of my privileges.

Student's Signature: _____ Date: ____/____/____

Parent or Guardian Section

I have read and do understand the *Student Acceptable Use Policy* and have discussed the rules and consequences with my child as well as consent to the monitoring of my child's district e-mail account. I understand that the district has taken precautions to restrict access to controversial information by using Internet filtering software. In consideration for the privilege of using the district's computers and electronic communication system, and in consideration for having access to the public networks, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the district's policy and administrative regulations for Computer Resources/Acceptable Use.

Check one:

_____ I give permission for my child to use the district's computers, electronic communications system/Internet access, district approved web communication tools and certify that the information on this form is correct.

_____ I do not give permission for my child to use the district's Internet access. However, I understand that my child may be required to use computers for purposes such as word processing, use of educational resources, Texas Education Agency adopted online materials, or taking mandated online tests.

Parent/Guardian's Signature: _____

Home Address: _____

Date: ____/____/____ Home phone number: (____) _____

PARENT SIGNATURE PAGE 4 OF 4

Please return this form to your child's school.

INTERNET RELEASE FORM FOR PUBLISHING STUDENT INFORMATION
ON THE FBISD WEB SITE OR CAMPUS WEB SITES

Fort Bend ISD is proud to feature student work for the community to enjoy. With your permission, we would like to be able to publish your child's first name, photograph and/or student work on the district Web site, campus Web site, [or district publications as well as in-house campus video presentations](#). Please indicate your preference by checking the appropriate spaces below.

I understand that the purpose of sharing these information materials electronically is to inform others of [the](#) Fort Bend ISD learning activities and programs in which students have participated.

I, [parent of](#) _____, give [/ do not give \(circle one\)](#) my permission for the following information about my child to be displayed on the Fort Bend ISD Web site, my child's campus Web site, or [district publications as well as](#) in-house campus video presentations:

Please check all below that apply.

_____ My child's first name (Last names will not be used)

_____ My child's photograph

_____ My child's individual or team academic work, creative work, extracurricular accomplishments, multimedia project, or presentation (**Note:** Grades associated with student work will not be displayed.)

Parent /Guardian's Name Printed: _____

Parent/Guardian's Signature: _____

(Please print the information below.)

Child's Name: _____

Homeroom/Advisory/Designated Teacher: _____

School: _____

Grade: _____

Date: ____ / ____ / ____