



**Baird Independent School District
High School
Acceptable Use Policy and Internet Safety Agreement**

Baird Independent School District Acceptable Use Policy (AUP) and Internet Safety Agreement

Baird ISD is pleased to offer technology, including, but not limited to: computers, networks, and Internet services. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. The school district expects faculty to blend the use of technology with the curriculum and to provide guidance and instruction to staff and students in its use.

The Baird ISD Acceptable Use Policy applies to all users of Baird ISD's electronic communication systems. Users include:

- Baird ISD Employees
- Baird ISD Students
- Contractors
- Consultants
- Student Teachers
- Temporary Workers
- Any third parties that use the system

Baird Independent School District's Terms of Agreement

All users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through the user's signature on the application.

In order for a or student to be allowed access to a school computer system, computer network, and the Internet, parents and student must sign and return the attached consent form by the First Day of School.

Definitions

1. **Acceptable Use:** Internet use must be consistent with education objectives of the District, and the use must also be consistent with the terms of agreement.
2. **Prohibited Use:** Any use that violates federal or state laws and/or school policy.

Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. Regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

a) All users must abide by rules of Network etiquette – Netiquette, including the following:

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Personal attacks are an unacceptable use of the network. If a user is the victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of the immediate supervisor or technology coordinator. It is better not to respond to these types of attacks.
- Do not be offensive. Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Respect other people's time and bandwidth. When you send email or post something on the Internet, you are taking up other people's time. It's your responsibility to ensure that the time they spend reading your posting is not wasted. At the same time, you are also consuming their bandwidth when they load images and other material you may have posted on the Internet. Please ensure that graphic files and other resources do not consume bandwidth unnecessarily.

b) All users may be allowed (with district approval) to use email, instant messaging, social networking sites and other forms of direct electronic communications for **educational purposes only** and with proper supervision. All access is controlled via the districts Internet content filter and is subject to monitoring at any time by designated district staff.

c) No personal addresses, personal phone numbers, or other identifying information of students will be permitted to be given out on the Internet. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

d) A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom, and **teachers are responsible for and must be aware of where his/her student goes on the Internet.**

Privacy. Network and Internet access is provided as a tool for **educational purposes only**. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

- a) **Student Photos/Student Work.** Publishing student photos and work on websites along with video conferencing between other K-12 schools promotes learning and collaboration and provides an opportunity to share the achievements of students with the community. Images and products of K-12 students may be included on the website. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school – related website before the item is published to the web. All postings of work or

photos will appear in an educational context. No home address or telephone number will appear with such work or photos.

Copyright. All users must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Prohibited Uses

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Listed below are examples of unacceptable uses of the network.

- a) Students using staff computers
- b) Staff members leaving their computer unlocked upon leaving the classroom
- c) Uses that cause harm to others or damage to their property are prohibited. For example, do not engage in defamation (harming another's reputation by lies); do not use another's username and password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- d) Using Internet gaming sites, chat rooms, instant messaging and blogging not specifically assigned by a teacher or administrator.
- e) Downloading music or video files or any other files that are not directly related to a school assignment.
- f) Streaming music from websites. BIRD shares bandwidth from Region 14 with all districts in the region. Streaming music consumes a major amount of bandwidth that in turn will cause the Internet to slow down tremendously.
- g) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited. For example, do not disclose or share your password with others; do not impersonate another user or login as another person.
- h) Illegal activities, including copyright or contract violations, shall not be permitted.
- i) The Internet shall not be used for commercial, political, illegal, or financial purposes.
- j) Threatening, profane, harassing, or abusive language shall be forbidden.
- k) Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- l) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.

- m) No third party software or programs will be installed without the approval of the BISD Technology Department.
- n) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- o) Accessing pornographic or obscene materials or using or sending profanity in messages shall be forbidden.
- p) The use of anonymous proxies or any site that allows the user to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Internet Safety

- ❑ **Parents and Users:** Despite every effort for supervision and content filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- ❑ **Personal Safety:** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet.
- ❑ **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- ❑ **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies or any site that allows the user to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of users through direct staff observation and/or technological means.
- ❑ **All minors will be educated about appropriate online behavior, including cyber bullying, awareness and response, and interacting with other individuals.**

Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging and podcasting offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mails, podcasts, or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- Blogging will remain blocked unless a teacher has prior approval from a campus principal on a specific assignment. It will only remain open during the allotted time for that assignment. Blogging through My Big Campus does not require prior approval.
- The use of podcasts or other Web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, religious, sexist or discriminatory remarks.
- Teachers must monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
- All users using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A user should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using Web 2.0 tools agree to not share their user name or password with anyone besides their teachers and parents and to treat any blogs as classroom spaces.
- Users who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Use of Personal Electronic Devices

Baird ISD will grant students in grades K-12 permission to bring a personal web-enabled device 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 personally owned web-enabled devices will have access to wireless Internet (Elementary and Junior High Campus only and High School when it is available), but will not have access to any district drives such as network folders. Network drives can only be accessed via district machines.

BISD is not liable for any loss or damage incurred, nor can it load any software onto student owned device. 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 students name for identification purposes.

Users will not loan their device to someone else. The user is responsible for the content contained on the device regardless of how it originated.

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

BISD is not responsible for lost, damaged, or stolen devices.

Teacher Responsibilities

- ❖ Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- ❖ Inform all students of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- ❖ Monitor students at all times.
- ❖ Use network resources in support of educational goals.
- ❖ Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- ❖ Provide alternate activities for students who do not have permission to use the Internet.
- ❖ Educate minors about appropriate online behavior.

Principal Responsibilities

- ❖ Include Acceptable Use Policy in Student Handbook.
- ❖ Be sure handbooks are distributed to all students
- ❖ Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- ❖ Keep permission forms on file for one year.
- ❖ Identify students who do not have permission to use the Internet to the teaching staff.
- ❖ Insure that teachers are educating students about appropriate online behavior.

District Responsibilities

- ❖ Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- ❖ Update the filtering software regularly.
- ❖ Have Acceptable Use Policy approved by the board.

**Baird Independent School District Acceptable Use Policy (AUP) and
Internet Safety Agreement – Student/Parent Required Consent Form**

All sections of this form must be completed and turned in on the first day of school/enrollment.

Student's Name _____ Grade _____

Publications, Video, Interactive TV, and Internet Content

Students in Baird ISD sometimes are asked to be a part of Campus or District publicity, publications, or public relations activities. For example, pictures and articles about school activities may appear in school publications or be given to local newspapers. Students may also participate in distance learning, virtual field trips, and video conferencing through interactive television, which involves transmitting the student's voice and image to the distance sites. Participating in an interactive TV transmission is not a violation of any person's privacy rights.

We have designated the following categories of directory information as a pertinent to limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, school yearbook, or official school publications including the school's website and programs for school-sponsored events. If you do not want your child's name, art work, written work, voice or picture (video and still) to appear in any school publicity or publication, school buildings, school videos or website, please indicate below and return this Signature page to the school office.

PERMISSIONS - Please check Yes or No:	Yes	No
My child may use a school computer or network software provided by the Baird Independent School District.		
You may publish my child's photograph.		
You may publish my child's photograph in the Baird ISD Yearbook.		
You may publish my child's photograph on the Baird ISD Website.		
You may publish my child's photograph on the social media such as Facebook and Instagram.		
My child may participate in activities on the Internet such as email, wikis, blogs, video conferencing and social media (if applicable) sites to support the educational goals of the Baird Independent School District.		
You may publish my child's email address (only grades 9-12 have school email.)		
You may publish my child's name.		
You may publish my child's address.		
You may publish my child's telephone listing.		
You may publish my child's grade level.		
You may publish my child's participation in officially recognized activities & sports.		
You may publish my child's degrees, honors, & awards received.		
You may publish my child's height & weight.		
You may publish my child's date of birth.		

Directory Information

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.

Baird ISD has designated the following information about your child as directory information: name, address, telephone listing, school e-mail address, photograph, degrees, honors, awards received, date of birth, major field of study, dates of attendance, grade level, most recent school attended, security records unless used to impose discipline, participation in officially recognized activities and sports, height & weight of members of athletic teams.

If you do not want Baird ISD to disclose directory information from your child's education records without your prior consent, **you must notify the district in writing by September 7 of the current year or upon enrollment.**

Electronic Devices

All electronic devices brought onto a Baird ISD campus are subject to search and seizure. Improper use could result in loss and privileges for such devices. Baird ISD is not responsible for lost, damaged, or stolen devices.

As a parent/ legal guardian of _____ I have read and understand and agree to the Acceptable Use Policy and Internet Policy. **Student's Printed Name**

Student's Signature **Grade**

Parent/Guardian Signature **Date**

Parent/Guardian Printed Name

Acceptable Use Policy

Baird ISD Student E-Mail (grades 9-12)

The purpose of the Baird ISD student e-mail is to support research and education by providing access to unique resources and the opportunity for collaborative work with colleagues and Internet users around the world.

The use of your account must be in support of education and research and the use of the Internet resources may not be used in violation of any U.S., state or local regulation. The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material. The Internet resources may not be used to infringe on copyright or to plagiarize materials.

Etiquette

All users are expected to abide by the generally accepted rules of electronic etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not send abusive statements in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
- c) Do not reveal your personal address or phone numbers of students or staff to people on the Internet.
- d) All communications and information accessible via the network should be assumed to be private property. Do not forward email without the permission of the sender.
- e) Please do not forward e-mail virus alerts and chain letters as virtually all are hoaxes. If you have a question about questionable e-mail you have received write to:

srjones@baird.esc14.net

(f) Baird ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries, service interruption or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. All users need to consider the source of any information they obtain, and consider how valid that information may be.

(g) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without express written permission of the account holder.

I hereby agree to comply with the above stated rules and communicating over the Internet in a reliable fashion while honoring all relevant laws and restrictions. I understand this account is not a dial-up account and requires me to provide Internet service either by direct school connection or a commercial account to access my Baird ISD student e-mail account.

Name (Please Print)	Signature	District	Grade	Date
		BAIRD ISD		

Please return completed and signed AUP form to Mrs. Sharon Jones.

Parent Permission for Student's to Leave Campus

I have received, read, and understand the policy on students leaving campus for school activities. Please circle your preference and sign and date on the line provided.

YES I give permission for my child to leave campus for school sponsored extracurricular activities, co-curricular and other state approved absences.

Parent/Guardian Signature

Date

NO My child may not leave campus for school sponsored extracurricular, co-curricular and other state approved absences.

Parent/Guardian Signature

Date

Corporal Punishment: Baird ISD'S Code of Conduct allows the use of corporal punishment by authorized personnel under certain guidelines. The parent/guardian has the option to request that corporal punishment **not** be used on their student/s. **If you do not want corporal punishment used as a discipline measure for your student, please provide us with a letter requesting that corporal punishment not be used. By signing in the space provided I am authorizing the school personnel to use corporal punishment on my student.**

Parent/Guardian Signature

Date

Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Baird ISD receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent. Please note that you may not selectively withhold this information from military recruiters or institutions of higher education.

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestor without prior written consent.

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (student's name), request that the district not release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature _____ Date _____