

**ABILENE ISD
ELECTRONIC COMMUNICATION SYSTEMS &
ACCEPTABLE USE GUIDELINES & INTERNET SAFETY**

STUDENTS of AISD

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.
THIS IS A LEGALLY BINDING DOCUMENT FOR STUDENTS OF
ABILENE INDEPENDENT SCHOOL DISTRICT.**

I. OVERVIEW

The Abilene Independent School District Network (AISDnet) offers access to the District's electronic communication system for educational purposes. Our goal is to promote educational excellence in the Abilene schools by providing needed tools for more effective and meaningful classroom instruction while ensuring a safe, ethical and productive learning environment. With this educational opportunity comes responsibility. It will be each student's responsibility to follow the rules for appropriate and acceptable use.

The "electronic communication system" is defined as the District's network, servers, computer workstations, peripherals, applications, databases, software, online resources, Internet access, and any other technology designated for use by students.

The Internet is a network of many types of communication and information networks. With access to computers and people all over the world, also comes the availability of adult content or material students (or parents) might find objectionable and may not be considered to be of educational value in the school setting. In compliance with the Children's Internet Protection Act (CIPA), the school district has installed active content filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors. The software works by scanning for objectionable words or concepts, as determined by the School District. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or administrator. If a user sees another user accessing inappropriate sites, he or she should notify an administrator immediately.

In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided in this document so that you are aware of the responsibility to follow the rules for appropriate and acceptable use you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an AISDnet user violates any of these provisions, his or her account will be terminated and future access could possibly be denied along with other appropriate disciplinary or legal action in accordance with the Student Code of Conduct.

II. PHILOSOPHY

- 1. Risk** – Even with filtering, blocking, and anti-virus software, controlling all materials on the AISDnet is impossible. Sites accessible via the AISDnet may contain material that is illegal, defamatory, inaccurate or harmful. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.
- 2. User Responsibility** – AISDnet users, like traditional library users, are responsible for their actions in accessing available resources. Should inappropriate materials become available, user must notify a teacher, campus principal, and/or district system operator immediately.

III. TERMS AND CONDITIONS

Acceptable Use: Abilene ISD Electronic Communication System (AISDnet) access may be used to improve learning and teaching consistent with the educational goals of Abilene ISD. Abilene ISD expects legal, ethical and efficient use of the AISDnet.

1. **Privilege:** Use of a personal Abilene ISD Network account is a privilege, not a right.
2. **Subject to System Administration:** All Abilene ISD Network accounts and computer usage is subject to perusal by the system administrator for virus scanning and monitoring for inappropriate use.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of Abilene ISD's electronic communication system.

1. **Violation of Law:** Transmission of any material in violation of any U.S. or State law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, obscene material; or material protected by trade secret. Any attempt to break the law through the use of an AISDnet account may result in litigation against the offender by the proper authorities. If such an event should occur, Abilene ISD will fully comply with the authorities to provide any information necessary for the litigation process.
2. **Commercial Use:** Use for commercial, income-generating or "for profit" activities, product advertisement, or political lobbying is prohibited.
3. **Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, AISDnet, or any other networks that are connected to AISDnet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
4. **Electronic Mail Violations: Forgery** of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending unsolicited junk mail, spam, chain e-mails, or that of commercial content is prohibited.
5. **File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
6. **System Interference/Alterations:** Attempts to exceed, evade or change resource quotas are prohibited. Causing network congestion through mass consumption of system resources, attempts to disable the AISDnet filter or compromising the integrity of the firewall are prohibited. System users may not attach or install any equipment to the District's system without prior approval from the Chief Technology Officer or his representative.
7. **Inappropriate Speech/Messages:** The following restrictions against inappropriate speech and messages apply to all communication sent and/or accessed through AISDnet, including all e-mails, instant messages, texts, web pages, and blogs or wikis. Students shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages. Students shall not post information that could cause damage, danger, or disruptions, or engage in personal attacks, including prejudicial or discriminatory attacks. Students shall not harass another person, or knowingly or recklessly post false or defamatory information about a person or organization.
8. **Home/Personal Internet:** Student's home and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression, such as a threatening message to another student, or a violent or sexual web site, text or posting creates a likelihood of material or substantial disruption of the school's operation, the student may face school discipline and criminal penalties.
9. **Bullying/Harassment:** Our district takes cyber bullying and harassment by electronic communication very seriously, and it will not be tolerated. Students shall not use any Internet or other communication device to intimidate, threaten, bully, harass, or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create a material or substantial disruption of school operations (or the reasonable potential exists) shall be subject to disciplinary actions, as well as possible criminal penalties.

Consequences of AUG Violation: Any attempt to violate the provisions of these procedures will result in revocation of the user's account, regardless of the success or failure of the attempt. In addition, school disciplinary action (Student Code of Conduct), and/or appropriate legal action may be taken. In the event of a claim that a student has violated these guidelines, the district will provide the student with notice and an opportunity to be heard in the manner set forth in the Student Code of Conduct.

1. **Final Determination:** The Superintendent or the designee will make the final determination as to what constitutes inappropriate use.
2. **Denial, Revocation, or Suspension of Accounts:** The superintendent/designee, campus principal, and/or the system administrator in accordance with Abilene ISD disciplinary procedures, may deny, revoke, place restrictions, or suspend an account.

IV. SECURITY

1. **High Priority:** Security of the District's electronic communication system is a high priority.
2. **Reporting Security Problems:** If a user identifies or has knowledge of a security problem on the AISDnet, the user must notify a teacher, campus principal, system administrator, and/or the superintendent's designee for Abilene ISD. The user shall not reveal or demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
3. **Impersonation:** Attempts to log on to the AISDnet as a system administrator or another student will result in suspension of access to the District's electronic communication system, as well as other appropriate disciplinary or legal action in accordance with the Student Code of Conduct.
4. **Security Risks Denied Access:** Any user identified as a security risk or having a history of problems with other computer systems may be denied access to AISDnet.
5. **Supervision:** Staff must supervise student use of the District's electronic communication system in a manner that is appropriate to the students' age and the circumstances of use.
6. **Filtering Software:** Students and staff may not disable the District's filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.
7. **Bandwidth:** In order to protect and reserve bandwidth and other resources for educational use, students may not:
 - Download software that is not for an educational purpose.
 - Download any file without prior teacher approval.
 - Play interactive online games without prior teacher approval.
 - Participate in chat rooms or instant messaging applications outside of curriculum use.
 - Browse the Internet without a curriculum objective and supervision of a district employee.
 - Print anything not required by the curriculum or approved by staff.
 - View non-curriculum based streaming videos/movies.
 - Set their Internet browser home page to a digital media rich site (i.e. CNN, Yahoo, MSN).
 - Bandwidth utilization is monitored. Users who routinely monopolize excessive amounts of bandwidth will be notified and their usage will be examined.

V. INTERNET SAFETY: Internet safety of students in their use of electronic communication is a high priority.

1. NEVER give your username/password to anyone.
2. NEVER tell anyone online your full name, home address, phone number, age, friend's name or where you go to school.
3. NEVER share photos of yourself, your family, or your home with people you meet online.
4. NEVER open e-mail attachments from someone you don't know.
5. NEVER make appointments to meet people whom you meet on-line and report to a teacher or administrator if you receive any request for such a meeting.
6. If someone says something that makes you feel unsafe or uncomfortable, don't respond. Tell your teacher or administrator.
7. Always tell about any threatening or bad language you see online.
8. Don't accept things from strangers (e-mail, files, and Web page addresses).
9. People you meet online are not always who they say they are.
10. Be aware that online information is not necessarily private.
11. Disconnect from the Internet when not using it.

VI. DISCLAIMER

Abilene ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages suffered by the users. This includes loss of data resulting from delays, non-deliveries, misdeliveries, intrusion by computer virus, or other service interruptions or malfunctions. Abilene ISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the AISDnet is at the user's own risk. Abilene ISD is not liable for an individual's inappropriate use of District's electronic communication systems or violations of copyright restrictions or other laws, or for costs incurred by users through use of Abilene ISD's electronic communication system.

RESPONSIBLE USE OF ABILENE ISD'S ELECTRONIC COMMUNICATIONS SYSTEM

The Acceptable Use Guidelines of electronic communication facilities and services direct and require that all users:

1. Respect all Internet safety practices including online behavior, ethics, and netiquette.
2. Respect the legal protection provided by copyright and license to programs, applications, and data.
3. Respect the rights of others by complying with all present and future AISD policies regarding privacy and intellectual property.
4. Respect the rights of others by complying with all present and future AISD policies regarding sexual, racial, and other forms of cyber bullying, harassment, and by preserving the privacy of personal data accessed.
5. Respect the privacy of others by not tampering with their files, storage devices, passwords, and/or accounts in any manner.
6. Limit storage on the network to educational materials. Users will be assigned a fixed amount of storage. Users will be required to routinely review and purge unwanted or unneeded files.
7. Use only computer identification numbers, codes, accounts and facilities which are duly authorized for the user and use them only for the purposes intended and in a manner consistent with the intended purpose.
8. Respect the integrity of computing systems and data, including but not limited to, not intentionally developing programs or making use of already existing programs that harass other users, not infiltrating a computer system, and/or not damaging and/or altering the software components and/or hardware components of a computer or system, and/or not gaining unauthorized access via the network.
9. Use computing and communication facilities in a manner which is consistent with the ethical principles set forth by the school district and within acceptable community standards.
10. Respect and adhere to local, state, or federal law which may govern the use of computing and communication facilities in Texas and in the United States of America.

The District cautions all users to be aware of unacceptable conduct when using the electronic communication system. The District has and will use monitoring capabilities when unacceptable conduct is suspected.

THE CAMPUS ADMINISTRATOR, SUPERINTENDENT / DESIGNEE OR DISTRICT SYSTEM ADMINISTRATOR(S) MAY WITH OR WITHOUT WARNING SUSPEND THE ACCESS OF A USER AND DISABLE ANY USER ACCOUNT WITH REASONABLE CAUSE AND BELIEF.

Students authorized access to the AISDnet and services will read the Code of Conduct, adhere to the Acceptable Use Guidelines and sign the Code of Conduct Acknowledgment indicating an understanding students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in the Code.

The parents or guardians of students authorize general filtered Internet browsing rights beyond basic educational online resources by signing the Student Permissions Sheet bearing the signature of the parent/guardian and their child before access is granted.