

WACO ISD ACCEPTABLE USE PROCEDURES

Device Acceptance

By accepting a device from Waco ISD for your student you are agreeing to this policy. Please sign this document and return to your campus or complete the form online.

<https://bit.ly/wacoparentaup>



Please return the device to your campus if you do not agree to the terms outlined in this policy.

Definition and Purpose

Following Waco ISD's mission statement of providing an educational foundation that empowers and values all, Waco ISD is proud to provide Internet services and activities to its students and personnel. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, the military, organizations, and individuals.

ACCESS

Internet access is available to students and employees of Waco ISD. These services offer a vast and unique resource to both students and teachers. The goal of Waco ISD is to provide continued academic excellence by providing resource sharing, innovation, and communication for its students and employees.

The District understands and supports the right of any parent to decline individual Internet access.

All users must complete and have on file an agreement form. Students agreement forms must be signed by a parent or guardian. All users must abide by district and building-use policies and guidelines with the understanding that violations of policies and guidelines may result in disciplinary action, loss of access, or even legal action.

Rights Responsibilities

The Internet provides students and educators the opportunity to actively take part in distance learning activities, consult with experts, mentors, other classes and individuals. It is important

to help users develop intellectual skills needed to discriminate among informational sources, identify information appropriate for age and development levels, and evaluate and use information to meet educational goals.

Because the Internet is "fluid," a constantly changing informational environment with information disappearing, appearing, and changing, it is impossible to create what some would call a completely "safe environment" no matter what restraints are put in place. Therefore, it is impossible to promise to control the electronic environment for students, just as it is impossible to control their environment outside the educational setting.

Instead, the focus of control shifts from controlling the environment to providing the users with the understanding and skills needed to use the Internet in acceptable ways in order to meet their individual educational needs while providing as safe and positive a learning environment as possible.

Rights

The purpose of the district's Internet service is to provide a means of communication to support the educational goals of the district and state. Such use of the district's service is a privilege and not a right of the individual.

Responsibilities

It is the responsibility of the user to abide by the guidelines set forth by this policy. The following practices using District wide-area networks shall be prohibited:

1. any use for political or commercial purposes;
2. the use of electronic mail in any manner that is contrary to District policy (files and electronic mail are subject to monitoring.);
3. the use of profanity or inappropriate language in electronic mail;
4. any use that disrupts the educational and administrative goals of the District;
5. any use of a District account by anyone but the authorized owner of the account;
6. any reproduction of copyrighted material without explicit permission;
7. access of material that has been deemed inappropriate for school use;
8. any unauthorized modifications to the network or related equipment, as well as removal of technology equipment (hardware or software) without written permission.

Training

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the district's acceptable use guidelines. Training in the District's system(s) will emphasize ethical use of the system(s) resources.

Network Etiquette

All users of district computers and networking systems are expected to abide by generally accepted rules of network etiquette. These informal rules of behavior have evolved for the use of communication on the Internet and other online services:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the users or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Consequences

Inappropriate use of this service, including any violation of the Student Code of Conduct, district or building guidelines and/or standards of online behavior, language, content, or security, may result in disciplinary action including the loss of user privileges or even criminal prosecution under state and federal law.

Account Termination

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of systems privileges.

Disclaimer

This agreement applies to stand alone equipment as well as equipment connected to the Network/Internet. Waco ISD makes no warranties of any kind, whether express or implied, for the service it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via the Network/Internet is at the user's own risk.

Waco ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. Neither the District nor its employees shall be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, user mistakes or negligence, or costs incurred from users. Student Internet use while not at school is the responsibility of the parent and not Waco ISD.

This policy is subject to review and modification as deemed necessary.

NOTE:

In this agreement "we", "us" and "our" means Waco ISD and "you" and "your" means the parent/guardian and student enrolled in Waco ISD. The "property" is a mobile device owned by the Waco Independent School District.

Terms:

You will comply at all times with the Waco ISD *Student Handbook and Code of Conduct*, including the *WISD Student Technology Acceptable Use Policy* on page 44.

Failure to comply may terminate your rights of possession effective immediately, and we may repossess the student device.

WACO ISD PROVIDES THE STUDENT DEVICE "AS-IS". WACO ISD MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, MARKETABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE, EXCEPT AS SET FORTH HEREIN. ANY IMPLIED WARRANTIES ARE EXPRESSLY DISCLAIMED AND EXCLUDED.

Title:

At all times, the legal title to the mobile device is maintained by Waco ISD. Your right of possession and use is limited to and contingent upon your full and complete compliance with this *Agreement* and the *WISD Student Technology Acceptable Use Policy*, which is available on the website of each school and the WISD website: www.wacoisd.org

Electronic resources owned by the District should not be released to anyone including, but not limited to, law enforcement agencies. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. **YOU HAVE NO RIGHTS OF CONFIDENTIALITY WHEN USING THE mobile devices.** Contents of email, information regarding your Internet usage, and network communications may be reviewed at the sole discretion of Waco ISD. By signing this Agreement, you further acknowledge that Waco ISD is required by law to comply with the Texas Public Information Act <https://www.tsl.state.tx.us/agency/customer/pia.html>.

As such, you agree to fully and timely comply with any and all directives issued by Waco ISD in its efforts to comply with the Public Information Act. You further recognize that this may mean that email content, Internet use history, network communications, and other similar information shall be releasable to third parties, if so required by law.

Overview

The Waco Independent School District (WISD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of WISD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the student and for the parent/guardian.

When signing the WISD Technology Student/Parent Agreement and WISD Technology Acceptable Use Policy, you are acknowledging that you understand and accept the information in this document.

WISD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. The term “equipment” or “technology” refers to mobile devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook, a school-issued calculator, or athletic equipment.
3. All users of the WISD network and equipment must comply at all times with the Waco Independent School District, WISD Technology Student/Parent Agreement and WISD Technology Acceptable Use Policy, as well as the WISD Student Code of Conduct.
4. Mobile devices are on loan to students and remain the property of WISD.
5. All users are accountable to all school, district, local, state, and federal laws.
6. Students and families must follow all guidelines set forth in this document, WISD Technology Student/Parent Agreement, and by WISD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all WISD technology equipment whether on or off District property.
8. All files stored on WISD equipment or the WISD network are property of the district and may be subject to review and monitoring.
9. Students are expected to keep the equipment in good condition. Failure to do so may result in a repair or replacement fee. (See Fee Schedule on page 8)
10. Students are expected to report any damage to their mobile device as soon as possible. This means no later than the next school day.
11. Students are expected to report lost or stolen equipment to campus police as soon as possible.
12. Students who identify or know about a security problem are expected to convey the details to campus personnel as soon as possible without discussing it with other students.
13. Students are expected to notify campus personnel as soon as possible if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned username. Students may not share their password with anyone, however, students are encouraged to share their password with their parent/guardian.
16. Students may not loan equipment to anyone for any reason. Students who do so are responsible for any loss or damage of equipment.
17. Mobile devices come with a standardized profile already loaded which shall not be removed. Removal of this profile will result in an inability to access WISD network resources. Removal of the profile may also result in non-compliance with CIPA (Children's Internet Protection Act) under federal law. <http://www.fcc.gov/guides/childrens-internet-protection-act>.
18. It is the responsibility of the student to see to it that critical files are backed up regularly.
19. Any failure to comply with District rules and guidelines may result in disciplinary action. WISD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. WISD reserves the right to confiscate the property at any time.

Repossession:

If you do not fully comply with all terms of this Agreement and the WISD Student Technology Acceptable Use Policy including the timely return of the property, Waco ISD shall be entitled to declare you in default and come to your place of residence, or other location, to take possession of the mobile device.

Term of Agreement:

Your right to use and possess the mobile device terminates no later than the last day of the school year, unless otherwise terminated earlier by Waco ISD, or upon withdrawal from Waco ISD.

Appropriation:

Your failure to return the property in a timely manner will be considered unlawful appropriation of the Waco ISD property. Your continued use of the mobile devices for non-school purposes without our consent may also be considered unlawful appropriation of the District's property and will be reported to the police department.

Internet Safety:

There are many sites on the Internet that can be potentially dangerous to minors. Waco ISD makes every effort to block these sites both inside and outside of the District by installing a filtered browser and global proxy on each device. You **MUST** use the filter when gaining access to the Internet. You are in violation of District policy if you use software utilities or other means

to access content blocked by school filters. Parents may want to further restrict home access. For more information about Internet safety, you may go to the [TEA Internet Safety website](#).

Inappropriate Content:

Inappropriate content will not be allowed on district devices. (See WISD Student Technology Acceptable Use Policy)

Presence of pornographic materials, inappropriate language, weapon-related content, alcohol, drug, and/or gang related symbols, pictures, or any other activity deemed inappropriate by campus staff and administration will result in disciplinary action and confiscation of the device.

Use for Non-School-Related Purposes:

School District computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Limited personal use is permitted as long as such does not violate this policy and the accompanying rules, the WISD Student Technology Acceptable Use Policy.

Recording Feature and Camera:

Waco ISD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission from the principal, or designee, before recording an individual or group, or before publishing a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with the WISD Student Acceptable Use Policy.

No Loaning or Borrowing of mobile devices:

- Do NOT loan mobile devices or other equipment to anyone.
- Do NOT borrow a mobile device from another student.
- Do NOT share passwords or usernames with others.

Setting Security Passcodes:

Access to another person's account without consent or knowledge is considered hacking and is prohibited. This is subject to discipline in accordance with the *Student Handbook and Code of Conduct*.

Mobile Devices are Required Each Day in Class

- You are required to bring fully charged mobile devices to class.

- When appropriate, Waco ISD encourages you to take your mobile devices home at night for class work and recharging. All rules and regulations that are in effect during the school day extend to the use of the mobile devices at home.

Misuse of Technology Resources and the Internet

Technology Discipline *Behaviors and Discipline Related to Student Technology Use*

Tech-Related Behavior Violations

Email, instant messaging, Internet surfing, computer games, and other off-task behavior that disrupts instruction

Missing mobile devices, missing case

Cyber-bullying on or off District property

Damaging, defacing, or endangering equipment

Using profanity, obscenity, racist terms, or any other behavior deemed inappropriate by campus personnel

Tech-Related Behavior Violations (cont.)

Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network

Using electronic resources account authorized for another person

Use of technology to create, copy, distribute, or make available unauthorized educational materials

Equivalent “Traditional” Classroom Violations

Passing notes, looking at magazines, games, and other off-task behavior that disrupts instruction

No binder, missing supplies

Bullying, harassment

Vandalism, property damage

Inappropriate language

Equivalent “Traditional” Classroom Violations (cont.)

Bringing pornographic or other inappropriate content to school in print form

Breaking into someone else's locker

Cheating

Tech Violations:

Behaviors unique to the digital environment without a “traditional” behavioral equivalent will be dealt with per the WISD Student Code of Conduct Handbook, pages 5-6

School-Based Discipline:

The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

Classroom Interventions:

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences:

WISD may remove a user's access to the network or the mobile device without notice at any time if the user is engaged in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software including shareware and freeware.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
6. Gaining unauthorized access anywhere on the network.
7. Revealing the home address or phone number of one's self or another person.
8. Invading the privacy of other individuals.
9. Using another user's account or password, or allowing another user to access your account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network.
11. Posting anonymous messages or unlawful information on the network.
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
13. Falsifying permission, authorization or identification documents.
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
15. Knowingly placing a computer virus on a computer or network.
16. Attempting to access or accessing sites blocked by the WISD filtering system.
17. Downloading music, games, images, videos, or other media without the permission of a teacher.
18. Sending or forwarding social or non-school related email.

Terms of Agreement:

With each device assigned comes an increased level of responsibility. While these devices are the property of Waco ISD, it is the responsibility of the student and parents/guardians to ensure the device is properly cared for and remains in good working condition. In addition, it is important that each student practice good digital citizenship and make responsible choices when using the device. By signing this form, both the student and parents/guardians agree to abide by the following terms:

1. Any use of this device must be in full compliance with the Waco ISD Student Code of Conduct.
2. The use of the device is a privilege and with that privilege, all users have no expectation of privacy as noted in Board policy CQ Local.
3. Student will use the device as part of planned instruction at any time designated by the teacher during the school year.
4. Student is responsible for transporting the device to and from school on a daily basis if the device is allowed to be taken from the campus.
5. Student will not trade devices with other and never share user names or passwords.
6. Student agrees to use the device for educational purposes only, as defined within the district Acceptable Use Policy.
7. Any damage to the device is to be reported immediately to the library, a teacher, or building administrator.
8. Students should only connect to the designated Waco ISD wireless network while at school and are NOT to connect to any other wireless network including personal wifi or cellular service.
9. Students are NOT to personalize the device and/or case with stickers, labels, markers, unless advised to by their teacher for district purposes.
10. WISD has the right to assign apps or software to the student devices. Also, while monitoring, if anything inappropriate is found the device will be "wiped/reimaged" to original state of operation without warning.
11. Student is responsible for remembering their username and password.
12. Student is responsible for downloading and updating apps with parent and/or teacher supervision.
13. Students shall only use their Waco ISD credentials when adding software to the device

Repair/Replacement:

- In case of theft, a police report **MUST** be filed prior to a new device being issued.
- Intentional damage or damage caused by gross negligence is not covered by the district and the parent/student will be responsible for repairs.
- Loss or replacement of ancillary items are the responsibility of the parent/student.
 - iPad Charger blocks - \$20.00
 - iPad Charger cables - \$20.00
 - Power cords for laptops - \$25.00
- The full replacement cost of device must be paid to replace the device if the device is lost or damaged beyond repair. Current market values are listed below for the 2020-2021 School year:
 - Chromebook - \$220.00
 - iPad - \$399.00
 - Windows Laptop - \$350.00

Student Name

Student ID#

Campus:

Parent Name

Parent Email Address

Parent Signature
