

Friendswood Independent School District
Policy for Acceptable Use of Computers and Networks
Student Policy

The following policy for acceptable use of computers and networks, including the Internet and e-mail, applies to all Friendswood Independent School Districts (ISD) students.

Friendswood ISD Electronic Communications Systems

The Friendswood ISD electronic communications systems consist of desktop workstations, laptops and portable computers, file and application servers, network routers and switches, and a variety of peripherals and accessories. The Friendswood ISD Policy for Acceptable Use of Computers and Networks refers to, covers, and protects these items in part or in whole, including laptop and portable computers taken outside district property and beyond district content filtering.

The Superintendent or designee will oversee the district's electronic communications system. The district will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. Friendswood ISD staff shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. Training in the use of the district's systems will emphasize the ethical and safe use of these resources.

System Access

- 1) Access to the district's electronic communications systems, including the Internet, shall be considered a privilege and not a right, and therefore may be revoked for just cause.
- 2) Use of district systems, including internet use, email messages, and conferences are not considered private and may be monitored by district staff and subject to open records requests.
- 3) All users are required to acknowledge receipt and understanding of all administrative regulations governing use of the district's electronic communications systems and shall agree in writing to comply with such regulations and guidelines.
- 4) Noncompliance with applicable regulations may result in disciplinary action consistent with district policies and regulations, including but not limited to revocation of access to the district systems in part or in entirety. Violations of law may result in criminal prosecutions.
- 5) Access to the district's electronic communications systems, including the Internet, shall be made available to students for instructional purposes and in accordance with regulations.
- 6) Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks. Any attempts to harm or destroy the information or data of another user may result in the immediate cancellation of the user's access and privileges.
- 7) Users shall not let anyone else use their name, logins, or passwords except by or with the approval of authorized staff members. Users shall not use or try to discover another user's logins or passwords. Users shall not communicate using a false identity.
- 8) Users shall not utilize the district's electronic communications systems in any way that disrupts the use of any computers or networks by others.
- 9) System users may not gain or attempt to gain unauthorized access to resources or information.
- 10) Friendswood ISD filters internet and email content in accordance with the Children's Internet Protection Act (CIPA). Users shall not attempt to bypass or disable district content filters.

Acceptable Use

- 1) Students will not distribute personal information about themselves or others by means of the electronic communications systems except under the strict supervision of a district employee and with prior approval from a parent or guardian.
- 2) All users of Friendswood ISD's computers and networks are expected to abide by the generally accepted rules of network etiquette and the student code of conduct. Users shall not attempt to send or receive any communications that are inappropriate or harmful to individuals or groups or in violation of federal, state, or district regulations. This includes, but is not limited to:
 - a. Copyrighted material
 - b. Inappropriate language

- c. Threatening or racist material
 - d. Obscene, pornographic, or sexually oriented material
 - e. Commercial material or product advertisements
 - f. Political lobbying
 - g. Illegal activities
- 3) In order to protect and reserve bandwidth and other resources for educational use, students (including those who are in a school building before or after school) may not:
 - a. Download software (i.e. a program), regardless of educational purpose.
 - b. Download any file without prior teacher approval.
 - c. Play interactive web games without prior teacher approval.
 - d. Participate in chat rooms or instant messaging applications.
 - e. Browse the Internet without a curriculum objective and supervision of a district employee.
 - f. Print anything not required by the curriculum.
 - 4) At no time, during or after school, are students to use the Internet as a reward or to fill free time. Use is only for curriculum objectives.
 - 5) Users shall not install, transfer, or make unauthorized copies of software or documentation without permission from Technology Services.
 - 6) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code or virus designed to self-replicate, damage, or otherwise hinder the performance of any network or computer.

Email

- 1) Students are not permitted to access personal email accounts using district computers or networks, regardless of educational purpose.
- 2) Friendswood ISD staff may arrange for email, electronic communications, and electronic storage accounts for students from an outside vendor on a limited basis for instructional purposes only. As the district provides these accounts, they are considered to be district accounts, not personal accounts, and therefore governed by applicable district policies. All communications and data accessible from these accounts are not considered to be private and shall be monitored by district staff. These accounts shall be secured so that they are not able to send or receive communications or data other than from accounts belonging to the class/group for which these were provided.
- 3) Messages and data in violation of this or other district policies may be archived and/or deleted without notification.

Disclaimers

- 1) Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, and intrusion by computer virus, or service interruption.
- 2) Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
- 3) Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- 4) Friendswood ISD is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic communications systems.
- 5) The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications systems.

**Friendswood Independent School District
Policy for Acceptable Use of Computers and Networks
Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Friendswood Independent School District (ISD) Policy for Acceptable Use of Computers and Networks. I understand that to gain access to the Friendswood ISD computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy for Acceptable Use of Computers and Networks is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Student Name _____

Student Signature _____

School _____

Date ____/____/____ Grade _____

**Friendswood Independent School District
Policy for Acceptable Use of Computers and Networks
Parent or Legal Guardian's Agreement**

I have read, understand, and agree with the Friendswood Independent School District (ISD) Policy for Acceptable Use of Computers and Networks. I understand that by signing this form I give permission for Friendswood ISD to grant access to district electronic communications systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Friendswood ISD has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Parent Name _____

Parent Signature _____

Date ____/____/____