

Port Neches-Groves Independent School District

Acceptable Use Guidelines

Port Neches-Groves ISD (PNGISD) offers technological opportunities to students, staff, and administrators to promote educational excellence in the schools by facilitating safe and effective resource sharing, innovation, and communication through the Internet and other electronic information systems. The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. The system administrators (operating under the aegis of the Board of Trustees and District Administration) will decide what appropriate use is and may deny, revoke, or suspend specific user accounts at any time for any reason.

The Port Neches-Groves ISD network has been established for a limited educational purpose. The term "educational purpose" denotes classroom activities. The use of accounts must be in support of educational and/or research and consistent with the educational objectives of PNGISD. The following rules are representative (but not inclusive) of how the PNGISD network, including the Internet, is to be used by teachers, employees, and students.

The Port Neches-Groves ISD Network has not been established as a public access service or a public forum. Port Neches-Groves ISD has the right to place reasonable restrictions on the material accessed or posted through the system. Users are expected and required to follow the rules set forth in either the PNGISD Student Code of Conduct, the PNGISD Employee Handbook, PN--GISD Administrative Procedures, School Board Policy, or the law when using the PNGISD Network.

As noted in the Student Code of Conduct (SCC), students are prohibited from using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting). As noted in the SCC, certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity.

The Port Neches-Groves ISD electronic communications and data management system includes:

- Any and all computers owned by PNGISD, network or stand-alone
- Any and all peripherals attached to any network computer including, but not limited to keyboards, monitors, mice, printers, scanners, web cameras, and digital cameras.
- Any and all servers and network hardware comprising the PNGISD network
- Any and all computer software installed (with Technology Department authorization) and/or subscriptions licensed to PNGISD on any network or stand-alone computer
- Any and all District-provided Internet access
- Any and all Email accounts
- Any and all Cloud-based instructional services (e.g. Office 365, Skyward, Google)
- Any and all new technologies as they become available

Network and Computer Use

- Cyber bullying and harassment of any other person is prohibited. Harassment is persistently acting in a manner that distresses or annoys another person.
- Software and shareware should not be downloaded to an individual user account; therefore, the district will not be responsible for shareware downloading and fees.
- Only high-quality discussion group mail lists that are relevant to your education or career development can be subscribed to.
- Do not load or place any software, viruses, or games on any district computer or system connected to the district's system.
- Users shall not use district computers or networks for any non-instructional or non-administrative purposes.
- Only online learning opportunities including but not limited to videos, web applications, blogs, discussion groups, and learning management systems supported by the PNGISD network and set up and authorized by PNGISD teachers and administrators as part of the curriculum are to be used.
- Computer games are not allowed unless they are used to enhance current classroom curriculum or for student rewards (as deemed appropriate by the classroom teacher and campus principal).
- Users shall not bypass PNGISD security measures and Internet filter through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.

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- No one should attempt to write, produce, generate, copy, propagate or introduce any computer code designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software. Personal attacks, including prejudicial or discriminatory attacks, are prohibited.
- It is prohibited to knowingly or recklessly post false or defamatory information about a person or an organization.
- Do not attempt to harm equipment, materials, or data
- Do not send anonymous e-mails
- Users must not post any information that could cause damage in any way or cause any danger or disruption.
- The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use imposes no tangible cost to the district, does not unduly burden the district's technology resources and has no adverse effect on job performance or on a student's academic performance.
- The user is always responsible for proper use of his/her account.
- The district wireless network is used to provide filtered Internet access and may have limited access to other district network resources.
- Neither personal electronic devices nor applications on those devices may be used to bypass the Internet filter while connected to any district network.

Use of Personal Electronic Devices

- Personal electronic devices can only be connected wirelessly to the District network. Connection to district wired network resources is prohibited.
- Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved.
- Students may connect their personal electronic devices only to the wireless network provided for their use.
- It is the responsibility of the owner to ensure that all software and files on personal devices are licensed for use in compliance with copyright law
- Personal electronic devices are to have the most recent operating system and security software, including but not limited to antivirus software, installed and maintained.
- All peer-to-peer (music/video/file-sharing) software or web-hosting services on personal electronic devices must be disabled while connected to the district wireless network.
- Students are responsible for appropriate use of any electronic communication device.
- Students may use the PNGISD wireless network or their own data / voice provider. Regardless, it is the responsibility of the student to abide by all acceptable use guidelines.
- The PNGISD network will be filtered to meet Child Internet Protection Act requirements. (*Port Neches-Groves ISD will not be responsible for monitoring inappropriate sites visited while connected to a personal service provider*).
- PNGISD reserves the right to revoke any or all network privileges due to misuse of the Port Neches-Groves ISD wireless network.
- Port Neches-Groves ISD will not be responsible for providing technical support on personal electronic devices.
- Students may not use their personal device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others. This includes, but is not limited to, using the device to cheat, to violate the Student Code of Conduct rules, and/or to harass or bully students or staff, and/or for unlawful purposes.
- Private or confidential PNGISD data will not be saved to personal electronic devices.
- PNGISD is not responsible for damage, loss or theft of any personal electronic device, software, or services. The district assumes no liability for any loss or damage to any personal devices.
- PNGISD will not be responsible for financial obligations arising from the unauthorized use of networks.
- PNGISD is not responsible for the accuracy or quality of the information obtained or stored on the network or retrieved via the internet.

- Students should only use their device under teacher direction and should comply with the teacher's directions concerning use of any personal device in the classroom, including a request to shut down the device or close the screen.

Inappropriate Use

The following uses of the Port Neches-Groves ISD Network are considered unacceptable:

- Commercial activities are generally not acceptable
- Political lobbying
- Public "chat rooms"
- Product advertisement
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. (A guiding factor in defining what is obscene may be what is appropriate in a school library setting: libraries can provide further information and, the most commonsense policy is, "when in doubt, don't".)
- Sending of "Chain Letters" or "broadcast messages" (spamming) to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others is prohibited.

Inappropriate use may result in cancellation of the privilege. Certain state, local, and federal statutes may apply to the electronic communications system and inappropriate uses may also be unlawful. Unlawful use of district electronic resources will be referred to proper authorities. District authorities may also initiate other disciplinary actions.

Personal Safety--Students

- Students will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone, cell phone number, school address, work address. The student must notify his/her parent(s)/guardian(s) and system administrator immediately if any individual is trying to contact him or her for illicit or suspicious activities.
- Students will not agree to meet with someone met online without written parent approval.
- Students will promptly disclose to the teacher or other appropriate school employee any message received that is inappropriate or that makes them feel uncomfortable.

Inappropriate Access to Material

- If a student mistakenly accesses inappropriate information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform the teacher.
- Parents should instruct their children if there is material that they think would be inappropriate for *their* children to access. The district fully expects that all students will follow parents' instructions in this matter.
- If an employee mistakenly accesses inappropriate information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform their immediate supervisor. This will protect you against a claim that you have intentionally violated this Policy.

System Security

Security on any computer system is a high priority, especially when the system involves many users. If you or a student feels you can identify a security problem on the Internet, a building or system administrator must be notified. Do not permit the problem to be demonstrated to other users. The following is considered inappropriate use of the network:

- Do not share your user accounts or passwords with anyone. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use those individual accounts.
- Do not leave an account open or unattended
- Change passwords regularly to maintain security and confidentiality
- Users will not attempt to gain unauthorized access to the PNGISD network or to any other computer system through the PNGISD network, or to go beyond authorized access. This includes attempting to log in through another person's account or to access another person's files. These actions are illegal, even if done only for the purpose of "browsing".
- Forgery or attempted forgery of email messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the email and/or data of another network user.

- Users will not make deliberate attempts to disrupt the computer system or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Attempts to logon to the Internet as a system administrator or to perform system administrator tasks may result in cancellation of user privileges.
- Anyone illegally obtaining and using access to other computer systems may be the focus of state or federal investigation and prosecution. Applicable state statutes include Section 16.04 Unlawful Access to Stored Communications and Section 33.03 Breach of Computer Security.
- If unacceptable or illegal activities take place using a district account, then he or she will be held responsible, regardless of whether he or she personally took the actions, which may result in loss of access to the Internet or other disciplinary actions.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.
- Annually all employees must complete the online safety and security training and pass the safety and security training test.

Network and E-mail Etiquette

You are expected to abide by the generally accepted rules of network etiquette which include, but are not limited to:

- Be polite—abusive or demeaning communications are prohibited.
- Use appropriate language. Swearing, vulgarity, ethnic or racial slurs as well as other inflammatory language is prohibited.
- Viewing or transmitting obscene messages or pictures is prohibited.
- Do not use the network in such a way as to disrupt the use of the network by other users.
- Do not repost a message that was sent to you privately without permission of the person who sent it.
- You will not post private information about another person.
- Illegal activities are strictly forbidden.
- Be polite and professional

Monitored Use:

Electronic mail (Email) transmissions or other use of the electronic communications system by students and employees shall not be considered confidential and will be monitored by designated District staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning.

The PNGISD network and Internet services are not private. Data and/or users may be monitored by the PNGISD Technology Department and/or PNGISD administrators at any time to ensure proper use.

As required by the Children’s Internet Protection Act (CIPA), the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. Although Internet access is filtered, it is possible that users may run across areas of material that might be found objectionable. PNGISD makes every effort to educate and guide all PNGISD network users in the proper use of the Internet including education of educators and minors about appropriate online behavior including social networking websites, chat rooms, and cyberbullying through district-provided curriculum resources; however, it is impossible to control all materials on the global network. Therefore, it is imperative that he user be held accountable for the appropriate use of the technology.

Plagiarism and Copyright Infringement

- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a librarian.

Your Rights

- Free Speech
Your right to free speech, as set forth in the Port Neches-Groves ISD Code of Conduct, applies also to your communication on the Internet. The Port Neches-Groves ISD Network is considered a limited forum, similar to

the school newspaper: therefore, the District may restrict your speech for valid educational reasons. The District will not restrict your speech based on the disagreement with the opinions you express.

- **Search and Seizure**
 - You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
 - Routine maintenance and monitoring of the Port Neches-Groves ISD Network may lead to discovery that you have violated these guidelines, the Port Neches-Groves ISD code of Conduct, or the law.
 - An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Port Neches-Groves ISD Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

- **Due Process**
 - The District will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through the Port Neches-Groves ISD Network.
 - In the event there is a claim that you have violated these rules or the Port Neches-Groves ISD Code of Conduct in your use of the Port Neches-Groves ISD Network, you will be provided with a written notice of the suspected violation and given an opportunity to be heard in the manner set forth in the Port Neches-Groves ISD Code of Conduct.
 - If the violation also involves a violation of other provisions of the Port Neches-Groves ISD Code of Conduct, it will be handled in the manner described in the Port Neches-Groves ISD Code of Conduct. Additional restrictions may be placed on your use of the Internet account.

Limitations of Liability

Port Neches-Groves ISD makes no warranties of any kind, whether expressed or implied, for the services it is providing. Port Neches-Groves ISD will not be responsible for any damages suffered while on this system. Use of any information obtained via the information system is at your own risk. PNGISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

Port Neches-Groves ISD Online Learning Parent Information Form

As part of the educational experience in PNGISD, your child has the opportunity to learn, collaborate, and share work on the Internet with various tools. Online learning offers your child a unique educational opportunity and has the following benefits:

- Makes learning engaging and exciting.
- Allows students to collaborate with other students and teachers outside of their class.
- Enables students to practice and refine their communication skills.

Throughout the school year, some teachers may be using a variety of online learning tools as part of their classroom activities. Using these tools, a variety of student work may be shared on the Internet, including writing, voice recordings, video, and photos. In doing so, all efforts will be made to protect your child's privacy.

- No individual photos of your child will be published unless you indicated your consent on the Acceptable Use signature form completed at the beginning of the school year.
- Individual photographs of students will not include names or identifying information.
- No personal information about the student, such as address and phone number, will be published.
- In the event that a student's name is used, it will only be used with permission following the district's AUP guidelines.
- Most Internet learning activities will involve the use of a screen name.

You can allow your child to participate in these exciting classroom online learning opportunities by indicating "Yes" on the appropriate section on the Parent Technology Permission Form in this packet.

Port Neches-Groves ISD

BYOD Parent Information Form

- The district wireless network is for educational purposes only. The district wireless network is used to provide filtered Internet access and may have limited access to other district network resources.
- Personal electronic devices will be filtered for Internet access ONLY when connected to the district wireless network. The personal electronic device will be filtered for Internet access in the same manner as District owned computers on the PNGISD network.
- Personal electronic devices can only be connected wirelessly to the District network. Connection to district wired network resources is prohibited.
- Students will have access to the district wireless network while participating in the BYOD program. However, if the student bypasses the district-provided wireless network, PNGISD will not be responsible for financial obligations arising from their personal network use. At no time will a student be required to use their personal wireless network.
- If a student uses a personal electronic device without authorization during the school day, the device will be confiscated. In addition, the student or parent may pick up the confiscated personal electronic device from the principal's office (or their designee's office) for a fee of \$15.
- All software and files on personal electronic devices are licensed for use in compliance with copyright law when using district networks and resources.
- The most recent operating system and security updates should be installed on personal electronic devices.
- Personal laptops or other electronic devices (where applicable) should have current antivirus software should be updated regularly.
- Students will disable all peer-to-peer (music/video/file-sharing) software or web-hosting services on the personal electronic device while connected to the district wireless network.
- Personal network devices cannot be used to bypass the Internet filter on any district network.
- All PNGISD policies and procedures including the Acceptable Use Policy, BYOD Guidelines, Technology policies, and all PNGISD Board policies must be adhered to. Violations may result in disciplinary action including referral to campus administration, the loss of network and/or wireless network privileges, confiscation of personal mobile device, and/or referral to law enforcement authorities.
- PNGISD staff will not provide technical support for any personal equipment beyond connectivity to the wireless network.
- Students may not use their personal electronic device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others. This includes, but is not limited to, using the device to cheat, to violate the Student Code of Conduct rules, and/or to harass or bully students or staff, and/or for unlawful purposes.
- Students should only use their device under teacher direction and should comply with the teacher's directions concerning use of any personal device in the classroom, including a request to shut down the device or close the screen.
- PNGISD is not responsible for damage, loss or theft of any personal electronic device, software, or services. The district assumes no liability for any loss or damage to any personal devices.
- PNGISD will not be responsible for financial obligations arising from the unauthorized use of networks.
- Port Neches-Groves ISD is not responsible for the accuracy or quality of the information obtained or stored on the network or retrieved via the Internet.
- Private or confidential PNGISD data will not be saved to personal electronic devices.