

Gladewater Independent School District  
**Technology Acceptable Use Policy Agreement**  
**For Students**

Revised July, 2009

**Please read this entire document carefully.**

**Parent and/or students sign and return the attached Permission Form ONLY if you DO NOT agree to the conditions in this policy. Note that this policy assumes that students will abide by all policies herein this agreement and that students have permission to access the internet and have their image, name, actions, voice, and class work broadcast through a variety of media UNLESS the legal parent/guardian denies this permission by completing and returning the attached Permission Form.**

**This document is also available on the district website at [www.gladewaterisd.com](http://www.gladewaterisd.com).**

### **Gladewater ISD Technology**

A variety of technology, including but not limited to computers, software, Internet Access, and online resources are available to students of Gladewater Independent School District (hereafter referred to as "the District") through local and wide area network services. We are very pleased to bring this access to Gladewater Schools and believe these services offer vast, diverse, and unique resources to our employees and students. Our goal in providing these services is to promote educational excellence in schools for students and to facilitate employees of the district in their effort to provide efficient and economical quality education.

Gladewater ISD owns all parts of the District's local and wide area networks and reserves the right to protect the integrity of the district local and wide area networks.

**Internet/Technology Safety Policy** - The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers, resources, and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Gladewater ISD has taken measures to block and/or filter access to undesirable/inappropriate sites. An undesirable/inappropriate site is hereinafter defined as "one that portrays or depicts violence, profanity, partial and/or full nudity, sexual acts or text, gross depictions or text, intolerance, cult, drugs and drug culture, militant or extremist, gambling, and/or alcohol related content". While these protection measures are in place, it is impossible to filter all undesirable/inappropriate sites at all times. New sites are placed on the World Wide Web daily. As a result, students and adults may inadvertently or purposely connect to an undesirable and/or inappropriate site. Should a student inadvertently access such a site, they should notify the principal, teacher, Site Technology Coordinator or Technology Director immediately. As soon as the district is aware of any such site, measures will be taken to filter that site immediately. Gladewater ISD may monitor online activities of students at any time. Students caught visiting undesirable/inappropriate sites may be disciplined as outlined in section Consequences of Improper Use – Students. Gladewater ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

### **Technology Use Terms and Conditions**

The smooth operation of the District's local and wide area networks relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. A student in violation of any of these provisions is subject to disciplinary action as stated in section Consequences of Improper Use – Students.

1. **Permitted Use and Terms** - The use of the District's network and all technology services and resources is a privilege, not a right, and extends throughout the time a student is enrolled in the District providing the student does not violate the District's policies contained in this Acceptable Use Policy. A student not in compliance with all parts of this Acceptable Use Agreement is subject to disciplinary actions outlined in section Consequences of Improper Use – Students. Gladewater ISD administrative staff will determine what is improper use and their decision is final. The Administration may limit or revoke an account at any time as required without prior notification to the individual. The Administration of Gladewater ISD may request the Technology Director to deny, revoke, suspend or limit specific user accounts. The Technology Director may deny, revoke, suspend or limit user accounts that are deemed detrimental to the integrity of the network computing environment.
2. **Acceptable Use of the Internet** - The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of each student account must be in support of education and research and consistent with the educational objectives of Gladewater ISD. Use of any other organization's network or computing resources must comply with the rules appropriate for that network.

This includes, but is not limited to the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of the District's technology network or resources for commercial activities, product advertisement or political lobbying, is strictly prohibited. Students are expressly forbidden from purposely, directly or indirectly, accessing undesirable / inappropriate sites on the internet.

3. **Online Resources** – Gladewater ISD strives to provide as many educational resources as possible. Many of these resources, such as Accelerated Reader, Accelerated Math, Study Island, NetTrekker, Agile Mind software and assessments, United Streaming video, online textbooks, FaxOnFile Science, ABC-CLIO Social Studies, SIRS Knowledge Source, Destiny On-Line Library, Thinkfinity.com, EBSCO, Career Cruising, Texas Math & Science Diagnostics Systems, Track-TAKS, online college classes, etc. are only available online through the Internet. Students without permission to access the Internet will not have access to these valuable resources.
4. **Email** - All High School students being issued a laptop will be issued limited email accounts through Gaggles.net. Other students, at the request of their teacher, may be issued limited email accounts through Gaggles.net. Complete information about Gaggles.net email may be found at <https://www.gaggles.net/featurelist.html>. Students that are not issued an email account but need use of email in the course of a class may be provided monitored email access through the teacher email account. Students are expected to follow accepted email etiquette as well as the guidelines below:
- Use appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory or abusive language are prohibited.
  - Proliferation of jokes, stories, etc. that have no education value is prohibited. These items take up valuable server space and resources. When you receive an item of this kind, delete it and do not send it to anyone else.
  - Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Generally, do not reveal your personal address or phone number or those of students or school employees to anyone through email.
  - Electronic email is not guaranteed to be private. The system administrator has access to all email. Email may be monitored randomly to ensure proper use of email services and to systematically “clean out” old and/or unusually large mail taking up space on the server.
  - All communications and information accessible via the school network are property of Gladewater ISD and are subject to public information requests.
5. **Acceptable Use of Gladewater ISD technology, including, but not limited to: hardware, software, other technology devices, and local and wide area networks**

The purpose of all components of the Gladewater ISD technology and network(s) is to provide technology tools for educational use only. Employees and students are expected to abide by the generally accepted rules of network etiquette.

Employees and students should strictly adhere to the following guidelines:

- Employees and students are prohibited from downloading or bringing from home or any other source any software and installing that software onto the local hard drive of any computer or onto the file server hard drive.
- Employees and students are strictly forbidden to participate in any type of illegal activity while using the District's technology resources.
- Students are prohibited from signing into chat rooms unless under the direct supervision of their teacher.
- Employees and students are prohibited from altering the computer hardware or software in any way. Employees and students are prohibited from changing any configuration of any computer or technology device. Do not try to repair the hardware or software at any time, even if a teacher or principal says it is okay. Only authorized personnel are allowed to install, configure, and maintain hardware and software.
- Employees and students are prohibited from moving any computer(s) or technology devices without permission from the Site Technology Coordinator or Technology Director. Employees and students are prohibited from moving, taking home or removing from school buildings/property any computer, laptop, or technology device without written permission from the Site Technology Coordinator or District Technology Director (this does not apply to laptops issued to High School students as part of the Vision 2020 project). Acts of noncompliance of this nature will be considered theft and offenders will suffer consequences outlined in section Consequences of Improper Use – Students.
- Non-educational gaming and other non-educational uses of technology is prohibited.
- Students should not reveal his/her personal address or phone numbers or those of any other person.
- Employees and students are to save files in storage locations designated by the Site Technology Coordinator or District Technology Director.
- Employees and students are to login to the network using only their own unique login ID and password. Employees and students are to NEVER, under any circumstance, login using anyone else's login ID and password. Employees and students are to never share their password with anyone, except a teacher (for students), Site Technology Coordinator or District Technology Director (for teachers). If you suspect that someone else knows your password, you should contact the Site Technology Coordinator immediately and request a password change.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited. Employees and students will be held responsible for the contents of their file storage location on the file server or the hard drive. Employees and students should monitor the contents and delete unnecessary items often. Should you suspect tampering with your files or file storage location, you should notify the Site Technology Coordinator immediately.

- k. Employees and students are prohibited from using any method whatsoever to gain access to Administrator privileges to any part of the local or wide area network. Only employees designated as "System Administrator" may access parts of the system with that designated access.
  - l. Employees and students are prohibited from viewing, modifying, adding to, or deleting any part of the system files or rights to system files of the local or wide area network. Any attempt will be considered as malicious hacking and will be dealt with accordingly. Should an employee or student suspect or witness any other person accessing prohibited system resources, they should contact the Site Technology Coordinator or Technology Director immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's technology resources.
  - m. Students inadvertently, through no malicious intent, encountering an inappropriate internet site are to immediately back out of the site. The site address should be reported to the teacher so that the site may be blocked by technical staff.
  - n. Students are prohibited from using the network in such a way that would disrupt the use of the network by other users.
6. **Distance Learning** – The District is equipped with distance learning classrooms and portable video conferencing units. "Distance learning" is a learning environment where the learner and the content are separated by distance, either physical space or time. A "distance learning classroom" or "video classroom" is equipped with a variety of hardware (computers, TVs, cameras, speakers, telephone equipment, Internet access, etc.) to allow students to interactively communicate with other distance learning locations. Students in a distance learning classroom can see and talk to students and teachers at other locations in a real time environment ... as if they are in the same room, but of course, they are not. Our students can now visit places all over the world via distance learning – it's like taking a field trip, but doing it from our own classroom. It is an exciting and awesome adventure that opens the door to unlimited learning opportunities. ***In the distance learning classroom, your student's image, voice, name, actions, and/or class work may be broadcast to other sites, including but not limited to other schools, museums, zoos, TV, radio, internet web pages, etc.*** The distance learning session is a planned broadcast between specific sites and may be taped for later viewing. **Gladewater ISD will assume that your child has permission to participate in all facets of distance learning events UNLESS the parent and/or guardian denies permission on the attached permission form.** Note that parents/guardians denying permission for their student to participate in a distance learning event limits and denies their child valuable learning opportunities. Students participating in distance learning sessions may be bused to other campuses for the purpose of attending a distance learning session.
7. **School Publications** - Gladewater ISD assumes that your student's image, voice, name, actions, and/or class work may appear on any school publication (mailed, TV/radio broadcast, website, etc.) unless you have denied access on the attached Permission Form. Note that Gladewater ISD has no control over the public media at any public school event.
8. **Video Surveillance** – ***By this publication, all individuals are notified that their presence entering, visiting, and exiting any location of Gladewater ISD as well as riding on a school bus may be recorded and archived through a live, full-motion video surveillance system.*** This video may be used as evidence to protect or convict any individual of their actions. Video surveillance cameras are located at multiple locations at each site as well as on school buses.
9. **Hardware / Software Maintenance** – Gladewater ISD uses many technology utilities in day-to-day management of all parts of the network. Some of these utilities, while providing the capability to remotely manage user's computers, also provide opportunity for surveillance of user technology activity. ***Users are thus notified that at any time their technology activity could be monitored. Any information derived from surveillance could be used to protect or used against this user.***
10. **Telecommunication Services** - Telecommunication services are provided as a service to employees for educational purposes. Students are allowed limited access to telecommunication services and may make local telephone calls with permission from their teacher or office personnel. A local or long distance personal telephone call should never extend more than 5 minutes. All personal long distance calls must be made with a calling card only. Some calling cards may/may not work with the school telephone system.
11. **Network Security** - Security on any computer system is a high priority. Measures have been taken to prevent outside sources from "hacking" into Gladewater ISD local and wide area networks and/or participating in other unlawful online activities. "Hacking" is defined as any attempt by an unauthorized user to change, alter, or break into the Gladewater ISD network and any device connected to the network. The district recognizes that industrious users may acquire and use such knowledge to participate in prohibited or unlawful online activities. Employees of and students attending Gladewater ISD are strictly prohibited from hacking into or attempting to hack into the district local or wide area network or any network. If you can identify a security problem, you must notify a school administrator or the Technology Director immediately. Do not demonstrate the problem to others.
12. **Personal Information** - Gladewater ISD protects student and employee personal information by requiring a signed release form to electronically distribute this information via the school website, etc.. Parents and/or guardians are notified by this

Acceptable Use Policy that the District will not be held responsible for information obtained through other forms such as radio, TV, or other media, or by any website other than the official District website ([www.gladewaterisd.com](http://www.gladewaterisd.com)) such as a student created website, Bear Booster Club, etc.

13. **Copyright** - All employees and students of Gladewater ISD will comply with all copyright laws at all times.
14. **Warranty** - Gladewater ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Gladewater ISD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence of your errors or omissions. Use of any information obtained via the Internet is at your own risk. Gladewater ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
15. **Cyber Bullying** - "Cyber bullying", also known as cyber harassment, includes online threats and insults intended to embarrass, harass, or terrify and is strictly prohibited. "Cyber stalking" includes repeatedly pursuing or contacting another person online and against their wishes. Cyber stalking is strictly prohibited.
16. **Vandalism** - Vandalism is defined as any attempt to harm or destroy data or equipment of another user, Internet, or any other connected agency or other networks that are connected to the NSFNET Internet backbone or any attempt to modify, delete, or add to any part of the present network. Students are strictly prohibited from performing vandalism acts of any kind to the District's technology resources. This includes, but is not limited to, the uploading or creation of viruses and littering, defacing, or damaging school technology. Students may be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences as outlined in Section Termination/Revocation of System User Account and Consequences of Improper Use. In the event that you suspect that your computer has a virus, notify the Site Technology Coordinator or Technology Director immediately.
17. **Forgery** - Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
18. **Termination/Revocation of System User Account** – The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.
19. **Consequences of Improper Use – Students** - Improper or unethical use may result in disciplinary actions. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and network. Student actions not in compliance with the Student Acceptable Use Policy could result in:
  - a. User account to technology services restricted in part or completely revoked
  - b. Restitution for costs associated with system restoration, hardware, software, etc.
  - c. Detention
  - d. In-school Suspension
  - e. Loss of class credit
  - f. Permanent removal from class and/or assigned an alternative class
  - g. Suspended or expelled from school
  - h. Alternate education assignment
  - i. Criminal charges filed
20. **Disclaimer** – The District's system is provided on "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

## Permission Form

### For Students Age Less Than 18 years

Student Name \_\_\_\_\_ Campus \_\_\_\_\_  
Please print

**Return this form ONLY if you are REFUSING to comply with the Technology Acceptable Use Agreement OR DENYING permissions associated with the Technology Acceptable Use Agreement.**

**By NOT returning this form, all students / parents / guardians agree to comply with all policies outlined in the Technology Acceptable Use Policy AND all permissions associated with the Technology Acceptable Use Policy are granted.**

**Parent and/or Guardian**

**Designate your choice by checking each response and signing below.**

\_\_\_\_\_ I **DO NOT AGREE** with the policies outlined in this policy and therefore, **my student will not use any technology resources** provided by the District. I understand that I am limiting and/or denying valuable resources and learning opportunities to my student by this choice.

\_\_\_\_\_ My student **DOES NOT HAVE** my permission to access the **Internet**. I understand that denying this access limits and/or denies my child to all electronic on-line resources and learning opportunities provided by the district.

\_\_\_\_\_ My student **DOES NOT HAVE** my permission to participate in **Distance Learning** activities. I understand that this denial limits and/or denies my student to valuable learning experiences and resources provided by the District.

\_\_\_\_\_ My student's **IMAGE** (picture) may **NOT** appear on any printed media or recorded by any means and publicly publicized through any media (including but not limited to TV, brochures, newsletters, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My student's **NAME** may **NOT** be printed and publicly publicized through any media provided by the District (including but not limited to TV, brochures, newsletters, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My student's **VOICE** may **NOT** be recorded and publicly publicized through any media provided by the District (including but not limited to TV, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My student's **ACTIONS** may **NOT** be recorded and publicly publicized through any media provided by the District (including but not limited to TV, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My student's **CLASS WORK** may **NOT** be recorded and publicly publicized through any media provided by the District (including but not limited to TV, brochures, newsletters, school district web pages, podcasts, video, etc.).

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Permission Form  
For Students Age 18 years or Greater**

Student Name \_\_\_\_\_ Campus \_\_\_\_\_  
Please print

**Return this form ONLY if you are REFUSING to comply with the Technology Acceptable Use Agreement OR DENYING permissions associated with the Technology Acceptable Use Agreement.**

**By NOT returning this form, all students agree to comply with all policies outlined in the Technology Acceptable Use Policy AND all permissions associated with the Technology Acceptable Use Policy are granted.**

**STUDENT**

(Age Greater than 18 years)

**Designate your choice by checking each response and signing below.**

\_\_\_\_\_ I **DO NOT AGREE** with the policies outlined in this policy and therefore, **I will not use any technology resources** provided by the District. I understand that I am limiting and/or denying valuable resources and learning opportunities to my education by this choice.

\_\_\_\_\_ I choose **NOT** to access the **Internet**. I understand that denying this access limits and/or denies my access to all electronic, on-line resources and learning opportunities provided by the District.

\_\_\_\_\_ I choose **NOT** to participate in **Distance Learning** activities. I understand that this choice limits and/or denies my access to valuable learning experiences and resources provided by the District.

\_\_\_\_\_ My **IMAGE** (picture) may **NOT** be listed on any printed media or recorded by any means and publicly publicized through any media (including but not limited to TV, brochures, newsletters, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My **NAME** may **NOT** be printed and publicly publicized through any media provided by the District (including but not limited to TV, brochures, newsletters, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My **VOICE** may **NOT** be recorded and publicly publicized through any media provided by the District (including but not limited to TV, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My **ACTIONS** may **NOT** be recorded and publicly publicized through any media provided by the District (including but not limited to TV, school district web pages, podcasts, video, etc.).

\_\_\_\_\_ My **CLASS WORK** may **NOT** be recorded and publicly publicized through any media provided by the District (including but not limited to TV, brochures, newsletters, school district web pages, podcasts, video, etc.).

Student Name (please print): \_\_\_\_\_ Campus \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_