

Comfort Independent School District

Student Acceptable Usage of Internet & Computer Facilities

We are pleased to offer students of Comfort I.S.D. the privilege of access to the district computer network for educational purposes including applications and the Internet. We would like for these facilities to be available for all students' use for years to come; for this reason, the following policy of usage has been adopted by Comfort I.S.D. (Also Reference, Board Policy CQ(Local))

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. *Parents and guardians need to be aware that a relatively small portion of information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.* Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Student Accounts

Each student user is provided a user account intended to enhance and expand his or her education. Account privileges vary depending on school campus and are subject to alteration without advance notice by the Technology Department. Each user is provided:

- A network user login and profile. Students are required to log into the district computer system with a login account provided by the Technology Department. Access to District computers using anything other than the specified user logon account is strictly prohibited.
- An E-Mail account.
- Access to network- and Internet-based software appropriate to the campus level.
- Student User Accounts at the Elementary School will be provided upon request. However, most computer activity for those students do not require a local user account, although some Internet- and network-based software does require each student to use an individual login account. Those will be provided on campus as needed, with assistance from the district Technology Department.
- Each student is responsible for any and all activity that occurs within that individual's user account, whether the account is within the Comfort ISD local network or is an Internet-based Software User Account such as Study Island. Account activity is constantly monitored by Technology Department staff and outside vendors. Disciplinary action, detailed below, will be enforced for policy violations.
- Students will, under no circumstance, give any user login information they are provided to another person. Sharing logins and passwords is a violation of network security policy.

Computer Usage

- Hardware and software are not to be altered, installed or removed in any manner including system settings.
- The student may not use hardware and/or software to violate copyright laws.
- Vandalism will not be tolerated.
- All disks, flash drives, etc., used on a school computer must be scanned for viruses by the teacher/librarian/lab manager prior to use.
- The student may not place food or drinks (including closed containers) near a computer.

Use of Personal Technology Device at School

A personal technology device (PTD) is any privately-owned technology device that includes, but is not limited to: laptops, cell phones, smart phones, eReaders, iPads, iPods, tablet devices, PDAs, or other current or emerging devices that can be used for word processing, wireless or wired Internet access, recording of images/sound, email, etc. ***Cell phones or other electronic communication devices must be used in accordance with applicable Comfort Independent School District Board Policy.***

Responsibility, Security, and Damages

Responsibility to keep the PTD secure rests with the individual owner. Comfort Independent School District is not liable for any device stolen, infected, or damaged on campus, at school functions, or on the school bus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal property that is impacted in similar situations. It is recommended that skins (decals) or other custom identification be used to uniquely identify your device from others. Additionally, protective cases for technology are encouraged.

Comfort Independent School District will not be responsible for any device charges to your account that may be incurred by using the PTD, whether or not the use is during approved, school-related use as outlined in this document.

It is a privilege rather than a right for a student to bring personal technology devices to school. When the policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur.

Guidelines

- Students participating in B.Y.O.D. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies.
- Student takes full responsibility for the PTD at all times. The school is not responsible for storing or keeping the PTD secure at any time.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects.
- Approved devices must be in silent mode while on school campuses, unless otherwise allowed by a teacher. Devices must be in silent mode while on the school bus.
- Devices may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and personal text/instant messaging).
- Students may not use devices to record, transmit, or post photographic images, sound, or video of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for specific educational purpose.

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside Internet sources at any time.

Electronic Mail

- Students **MUST** use the district-provided E-Mail account for all E-Mail communication via district computer systems. Use of Web-based E-Mail, other than Office 365, is prohibited, and other Web-based E-Mail sites are blocked from student access by Comfort ISD's web filter. Attempts to access web-based E-Mail are logged and will be monitored by Technology Department Staff.

Internet Policy Usage

The student may not:

- Send, display, or access offensive messages, pictures, or web sites.
- Use obscene language.
- Harass, insult or attack others.
- Damage computers, computer systems or other computer networks including attempting to access systems to which the student has no authorization (i.e. hacking).
- Violate copyright laws/plagiarism due to not asking permission and/or documenting source.
- Download software or files. Music and Music Video downloads are specifically prohibited.
- Use another's password or account under any circumstances.
- Use chat or other communication software. Chat is blocked and logged by Comfort ISD's web filter. The activity logs are monitored by the Technology Department Staff. Violations will result in disciplinary action, listed below.
- Employ the network for commercial use.

Consequences

The following are the repercussions violating the Acceptable Usage Policy:

- **First Offense** – Student will receive a disciplinary referral, disciplinary action, and will be held financially responsible for any necessary repairs.
- **Second Offense** – Student, parent, teacher, and administrator conference will be required to assess and correct the problem. Student will receive a disciplinary referral, disciplinary action, and will be held financially responsible for any necessary repairs. Student may lose computer privileges for a brief term, up to the remainder of the current grading cycle, at the discretion of the administrator.
- **Third Offense** – Student computer access privileges will be revoked for the current semester and the student will be held financially responsible for any necessary repairs. Loss of computer access privileges includes removal from all computer lab courses and a final grade of 50 for the semester.
- Depending on severity of the offense, an administrator can immediately revoke the student's computer access and assess monetary fines. Administrative action can include disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws.

I have read the Comfort ISD Student Acceptable Use Policy and accept the terms and conditions stated within. I indicate my acceptance by signing below.

Student Name: (Please PRINT) _____ Grade: _____

Student Signature: _____ Date: ____/____/____

Parent Signature: _____ Date: ____/____/____

____ I request that my child NOT be provided with an E-Mail Account*

*Refusal of an E-Mail account may impact academic performance for students enrolled in dual-credit, advanced placement, or online courses.