

**McDade Independent School District
Electronic Communications & Data Management Systems
Student Acceptable Use Policy (AUP) 2010-2011**

McDade Independent School District is pleased to offer the latest technological opportunities to our students, staff, and administrators. Our goal is to promote educational excellence in the McDade Independent School District by facilitating safe and effective resource sharing, innovation and communication with schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.

The smooth operation of our systems relies upon the proper conduct of all its users. Please read and discuss this acceptable use policy (AUP) with your child. Sign the attached agreement together and return it to your child's campus. This agreement must be completed, signed and returned to McDade ISD before the student will be allowed to access any part of the McDade ISD Electronic Communications & Data Management System. If you have any concerns or are interested in further information, please call the appropriate school office or the administration office at 512-273-2522.

The following policy for acceptable use of the McDade ISD network shall apply to all McDade ISD employees. It shall also apply to all Elgin Special Education Department employees using any part of the McDade ISD Electronic Communications & Data Management System.

Electronic Communications & Data Management System:

The McDade ISD Electronic Communications & Data Management System includes:

- Any and all computers owned by McDade ISD, networked or stand-alone
- Any and all computers owned by Elgin Special Education Department that are using the McDade ISD network
- Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, scanners, and digital cameras
- Any and all servers attached to the McDade ISD backbone
- Any and all computer program software and/or subscriptions licensed to McDade ISD
- Any and all software installed (with Technology Department authorization) on any network computer

Network & Internet Services:

- All students with a current signed AUP on file will have network and Internet access on all McDade ISD campuses.
- Although Internet access is filtered, it is possible that users may run across areas of adult content and/or material that might be found objectionable. McDade ISD will make every effort to educate and guide all McDade ISD network users in the proper use of the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.
- McDade ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. McDade ISD will not be responsible for damages incurred while on this system.
- McDade ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users.
- McDade ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

User Accounts:

- Students in pre-kindergarten through second grades will have system access only through a computer lab account.

- Students in third through eighth grades will be assigned an individual system account for system access. ***The student user is responsible at all times for the proper use of his/her account.***
- The McDade ISD network and Internet services are not private. ***Data and/or users may be monitored by the McDade ISD Technology Department and/or McDade ISD administrators at any time to ensure proper use.***
- Do not share your account password with anyone.
- Do not allow anyone else to use your account and do not use someone else's account.
- Do not leave your computer unattended while you are logged in to your network account. If you must leave your computer for a moment, either log off or lock the computer. Always log off when you are done.

Network Use and Content:

- Use of the McDade ISD network must be in support of education and research and be consistent with the educational objectives of McDade ISD.
- 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.
- McDade ISD classes and/or activities often give students the opportunity to have pictures, announcements and/or examples of student work published on the McDade ISD web site. Images will be published without student names or with first names only and work will be given credit by initials or first names only. Any parent who does not want their child's information published on the McDade ISD website should contact the child's campus office.
- Students are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- Students are prohibited from creating, intentionally obtaining, or distributing files, data and/or E-mail that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Students are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the supervising teacher or site administrator.
- Students may play computer games, with teacher permission, that are listed on the McDade ISD approved games list. This list can be accessed via the district and campus websites. Students are not allowed to access computer games that are not on the approved games list.
- For safety reasons, Internet access is filtered and monitored. Accessing or attempting to access prohibited websites is not permitted. If website access is needed for a legitimate educational purpose, the supervising teacher should contact the technology department.
- Students may have access to an E-mail account through Gaggles. These accounts are filtered and monitored by McDade ISD personnel. Students are not allowed to access any other E-mail account. MISD Gaggles accounts are the property of McDade ISD. Misuse of a Gaggles account, whether from inside or outside the MISD network, is prohibited.
- Students may not use any sort of Internet or network instant messaging program.
- Forgery or attempted forgery of E-mail messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the E-mail and/or data of other network users.
- Plagiarism and cheating using technology is prohibited.

Computer Systems:

- Students are prohibited from downloading and/or installing files or software unless permission is granted by the McDade ISD Technology Department. All users must respect the legal protection provided by copyright license to programs, books, articles and data. Installation of unlicensed software will not be permitted under any circumstance.

- Students are not allowed to use any external data storage system (floppy disks, CD's, Flash drives, etc.) on the McDade ISD network unless that device has been approved by the supervising teacher.
- Students are not allowed to use personal devices (including, but not limited to, PDA's, laptops, cell phones) to access the McDade ISD network unless prior approval is granted by the campus Principal and McDade ISD Technology Department.
- Students shall not attempt to write, produce, generate, copy, distribute, 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.
- Vandalism is defined as any malicious attempt to harm or destroy any equipment and/or data of another user or of any other networks that are connected to the system. Deliberate attempts to degrade and/or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

Inappropriate Use:

- The use of the McDade ISD network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies and the Student Code of Conduct. McDade ISD administration will rule upon inappropriate use.
- Possible Consequences of Inappropriate Use:
 - Suspension of user access to the system
 - Termination/Revocation of the system user account
 - Other disciplinary or legal action, in accordance with district policy and applicable laws.

**McDade Independent School District
Electronic Communications & Data Management
Student Acceptable Use Policy (AUP) Agreement 2010-2011**

This agreement must be completed, signed and returned to McDade ISD before the student will be allowed to access any part of the McDade ISD Electronic Communications & Data Management System.

**USER (STUDENT)
PLEASE PRINT CLEARLY**

STUDENT FIRST NAME

MI

LAST NAME

I have read, understand and will abide by the McDade ISD Acceptable Use Policy for Electronic Communications & Data Management System use. I also agree to report any misuse of the information system to an McDade ISD faculty or staff member.

STUDENT SIGNATURE

DATE

PARENT/ GUARDIAN PLEASE PRINT CLEARLY

PARENT/GUARDIAN NAME

As the parent or guardian of this student, I have read, understand and agree to support the McDade ISD Acceptable Use Policy for Electronic Communications & Data Management System access.

PARENT/GUARDIAN SIGNATURE

DATE