

Electronic Devices and Technology Resources (Acceptable Use Policy - All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off and kept in a backpack or other approved location during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student may also possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited while at school or at a school-related or school-sponsored event. Improper use deemed so by staff of allowed devices during the school day may result in the personal device being confiscated. Confiscated telecommunications devices that are not retrieved by the student or the student's parent, after 30 days, will be disposed of in accordance with and after the notice required by law.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal telecommunications or other personal electronic device may be searched by authorized personnel. Use of district-owned equipment and its network systems is not private and will be monitored by the district. Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with applicable laws. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources for instructional purposes may be issued to individual students. Currently, only grades 9-12 will be issued district devices for off campus use unless other special or specific circumstances arise. Use of these technological resources, which include the district's network systems, is restricted to approved purposes only. Students and parents will be asked to sign an equipment checkout agreement (separate from this handbook) during device check-out. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

New Waverly ISD Acceptable Use Policy (AUP)

New Waverly ISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email and any other technology designated for use by students, including all new technologies as they become available. Please note that the Internet is a network of many types of communication and information networks, including Websites and app resources, such as blogs, e-portfolios, webcasts, etc. and is part of the district's electronic communications systems. Websites and apps offer a variety of future ready opportunities. Equipping our students with communication, collaboration, critical thinking, and creativity skills are essential. With this educational opportunity comes responsibility.

In accordance with the Children's Internet Protection Act, New Waverly ISD educates staff and students regarding appropriate online behavior to ensure Internet Safety, including the use of email, websites, and apps. While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and acceptable use. Access to the New Waverly ISD's network is a privilege.

All students in New Waverly ISD must adhere to the following standards of acceptable use:

- ❖ The District may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- ❖ Students are always responsible for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise. Students will not retrieve, save, distribute, or display hate-based, offensive, or sexually explicit material.
- ❖ Students must not access, modify, download, or install computer programs, files or information belonging to others.
- ❖ Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).

- ❖ Students must not alter computers, networks, printers, or other equipment except as directed by a staff member. Students will refrain from attempting to bypass, hack, or circumvent security settings or Internet filters or interfere with the operation of the network by installing software or web-based services.
- ❖ Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of New Waverly ISD.
- ❖ Students must not release personal information on the Internet or electronic communications.
- ❖ If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- ❖ Students are responsible for not pursuing material that could be considered offensive. Students should notify a teacher or administrator immediately if they encounter materials which violate appropriate use.
- ❖ Students are always responsible to keep their district issued network and email account safe and secure. Do not share usernames, passwords, or other account information, nor attempt to access other users' accounts. Report any suspected unauthorized use of their account to a teacher or district official immediately.
- ❖ Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
- ❖ Students will use electronic mail and other means of communication such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. Students must not create/publish/submit/distribute or display any abusive, obscene, illegal, sexually oriented, threatening, harassing, damaging to another's reputation and should report any instances encountered.
- ❖ Students will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. They will use only those school network directories that are designated for student use and for the purpose designated by the teacher.
- ❖ Students shall respect the intellectual property of other users and information providers. They will obey copyright guidelines and will not plagiarize or use the work of others without proper citation and permission.
- ❖ Students will be polite and use appropriate language in electronic mail messages, virtual learning environments, online postings, and digital communications with others. They will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.
- ❖ Commercial uses such as buying or selling for financial gain, advertising, and for-profit business activities are strictly prohibited.
- ❖ Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damages the user may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. Computer network privileges, including Internet access, will be granted after the signature page acknowledging the NWISD Technology Acceptable Use policy is received. By signing, you and your child agree to comply with the acceptable use policy presented here in.

Student Acknowledgment

When accepting a device, I acknowledge the following rules and conditions:

- ❖ I will use technology in a meaningful, safe, and responsible way.
- ❖ I understand that I represent the school district in all my online activities.
- ❖ I understand that what I do on social media should not reflect negatively on my fellow students, teachers, or on the District.
- ❖ I will use technology resources productively and appropriately for school-related purposes.
- ❖ I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- ❖ I will use digital communication (email, texting, video, and photo sharing apps) with the understanding that I am creating a digital reputation.
- ❖ I understand that my school network and my school account are property of New Waverly ISD and anything that I do can be monitored.
- ❖ I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Children's Internet Protection Act ("CIPA") Compliance

NWISD is enforcing a policy of Internet safety for minors that includes monitoring the online activities of minors and the operation of technology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are

- obscene
- pornographic
- harmful to minors

NWISD is enforcing the operation of such technology protection measure during any use of such computers by minors. However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. Anyone who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If someone is seen accessing an inappropriate site, he or she should notify a teacher or administrator immediately.

PARENT-STUDENT MOBILE DEVICE AGREEMENT (NWISD 1:1 Mobile Device Initiative)

NWISD 1:1 Mobile Device Initiative: In alignment with the District's Technology Vision Plan, this initiative will ensure a mobile device is available for all students; this is directly in line with both the mission of students becoming productive citizens, as well as lifelong learners. The opportunity that students have to receive a mobile device will also allow them to learn the skills necessary to be productive digital citizens in the changing world, as well as provide students the ability to use technology to collaborate, communicate, create, and critically think. The mobile devices, opportunities and experiences are aimed to maximize students' abilities to navigate the digital world both in their academic life and well beyond.

NOTE: In this agreement "we", "us", and "our" means New Waverly ISD and "you" and "your" means the parent/guardian and student enrolled at New Waverly ISD. The "property" is a mobile device owned by New Waverly Independent School District.

Terms:

You will comply at all times with the New Waverly ISD Student Handbook and Code of Conduct, including the NWISD Student Technology Acceptable Use Policy noted above. Failure to comply may terminate your rights of possession effective immediately, and we may repossess any assigned mobile device.

NEW WAVERLY ISD PROVIDES THE MOBILE DEVICE "AS-IS". NEW WAVERLY ISD MAKES NO WARRANTIES, EXPRESS OR OF MERCHANTABILITY, MARKETABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE, EXCEPT AS SET FORTH HEREIN. ANY IMPLIED WARRANTIES ARE EXPRESSLY DISCLAIMED AND EXCLUDED.

Title:

At all times, the legal title to the mobile device is maintained by New Waverly ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement in the NWISD Student Technology Acceptable Use Policy. Electronic resources owned by the District should not be released to anyone including, but not limited to, law enforcement agencies. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. You have no rights of confidentiality when using the mobile device. Contents of email, information regarding your internet usage, and network communications may be reviewed at the sole discretion of New Waverly ISD. As stated in this handbook, you further acknowledge that New Waverly ISD is required by law to comply with the Texas Public Information Act. As such, you agree to fully and timely comply with any and all directives issued by New Waverly ISD in its efforts to comply with the Public Information Act. You further recognize that this may mean that email content, internet use history, network communications, and other similar information shall be releasable to third parties, if so, required by law.

Loss or Damage:

Any damage or loss of issued equipment, including accessories, will incur the replacement cost outlined in the Equipment Checkout Agreement.

Financial Hardships:

If the cost of repair or replacement of district equipment creates a financial hardship on the responsible party, please contact campus administration about payment options.

Repossession:

If you do not fully comply in a timely manner with all terms of this Agreement, New Waverly ISD shall be entitled to retake possession of the mobile device.

Term of Agreement:

Your right to use and possess the mobile device terminates the last day you are enrolled in New Waverly ISD unless otherwise terminated earlier by New Waverly ISD. You must immediately return the mobile device upon graduation or withdrawal from New Waverly ISD or upon request by the District.

A mobile device check-in will be coordinated at the end of each school year which will have a date, time, and place designated. Currently, check-in only applies to grades 9-12. All other grades are assigned classroom sets.

Appropriation:

Your failure to return the property in a timely manner will be considered unlawful appropriation of the New Waverly ISD property. This includes, but is not limited to, the failure to return the mobile device immediately if you withdraw from the District or during the scheduled device check-in period. Your continued use of the mobile device for non-school purposes without our consent may also be considered unlawful appropriation of the District's property.

Storage:

The mobile device affords limited electronic storage space. If you are lacking a sufficient amount of storage space on the mobile device, you will be required to delete files, music, photos, and so forth, in order to make necessary educational-related programs accessible. You are encouraged to back up, duplicate or archive files to an independent storage space. You may also utilize "cloud" storage programs, such as a Google Drive account, which allow access to documents from other computers via the Internet. It is your responsibility to ensure that work is not lost due to mechanical failure, accidental deletion or re-imaging.

Internet Safety:

There are many sites on the Internet that can be potentially dangerous to minors. New Waverly ISD makes every effort to block these sites both inside and outside of the district by routing Internet traffic through the District's content filter. You are in violation of district policy if you use software utilities or other means to access content blocked by school filters. For more information about Internet safety, you may go to

<https://www.commonsensemedia.org/parent-concerns>

Inappropriate Content:

Inappropriate content will not be allowed on mobile devices. Presence of pornographic materials, inappropriate language, weapon-related content, alcohol, drug, and/or gang related symbols or pictures will result in disciplinary action.

Use for Non-School-Related Purposes:

School district computers, electronic devices, networks and Internet services are provided for purposes related to educational programs. Limited personal use is permitted as long as such does not violate the *NWISD Student Technology Acceptable Use Policy*.

Sound:

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

District Security Feature:

Mobile devices will have security applications and profiles installed. Removal of these are prohibited and you will be subject to administrative consequences.

Recording Feature and Camera:

The mobile device may come equipped with a microphone, front and/or rear-facing camera, and video capacities. New Waverly ISD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission to publish a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with *NWISD Student Acceptable Use Policy*.

Loaning or Borrowing Mobile Devices:

Do not loan mobile devices or other equipment to other students. Do not borrow a mobile device from another student. Do not share passwords or usernames with others.

Access to another person's account or mobile device without consent or knowledge is considered hacking and is prohibited. This is subject to discipline in accordance with the Student Handbook and Code of Conduct.

Modification of Mobile Devices or Protective Accessories:

You should not modify the mobile device in a way that will permanently alter either physically and/or electronically. You should not apply marks, stickers, or other decorations to supplied mobile device or the protective accessory the district provides (cover, case, screen protector, etc.). You should not remove the supplied mobile device from the protective accessory.

Mobile Devices Are Required Each Day in Class:

Mobile carts or device classroom sets are provided for grades PK-8. Students in grades 9-12 are checked out devices to take home. You are required to bring these devices fully charged each day. New Waverly ISD encourages you to take your mobile device home at night for class work and recharging. All rules and regulations that are in effect during the school day extend to the use of the mobile device at home.

Indemnity Provision

You shall defend, exempt, indemnify and hold harmless New Waverly ISD, its officers, agents, servants, representatives and/or employees of and from any and all claims, suits, actions, legal proceedings, demands, damages or judgments, including all expenses, attorney fees, witness fees, costs, and costs and expenses of appeals therefrom, arising out of your use of the mobile device including, but not limited to, your intentional or negligent acts and/or omissions. This paragraph shall survive termination of this Agreement. Acknowledgement of this handbook as a parent or legal guardian represents your digital signature that you have reviewed the above information with your student and both you and your student acknowledge that you both understand the above information.

Bring Your Own Device Policy

As part of this plan, NWISD will allow students in grades 9-12 the opportunity to bring their own personal mobile devices to school for educational purposes. With teacher approval, students may use their devices to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them.

Student Responsibility:

New Waverly ISD will provide you with the opportunity to use personal electronic devices for educational purposes. It will be your responsibility to follow the rules for safe and acceptable use. Access to NWISD's network is a privilege. If you fail to abide by these rules, you may be subject to the removal of this privilege and other consequences. You may bring your mobile device to school at your own risk. The District will not be held responsible for lost, stolen or misplaced devices.

Safe Use:

You must comply with the New Waverly ISD Student Acceptable Use Policy, as well as the following:

- Obey school rules concerning behavior and communication that apply to mobile device use.
- Do not share passwords or personal account information.
- Do not connect with people you do not know.
- Report any suspicious information to a trusted adult immediately.
- Set a password on your personal device(s).

Appropriate Use:

As with any device that is used on campus, there is an appropriate time and place. Campus administrators and teachers have the final say on the procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Internet access is available for personal device use but is not guaranteed for each classroom situation.