

# Ingram Independent School District

Acceptable Use Policy for Students  
2022-2023 School Year

**Please return this agreement, signed by student and parent, to your teacher.**

The Ingram Independent School District provides an array of technology resources for student use. This agreement outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

## **GOVERNMENT LAWS:**

I will use computers in conformity with laws of the United States of America and the State of Texas. Violations include, but are not limited to, the following:

**Criminal Acts** – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).

**Libel Laws** - Publicly defaming people through the published material on the internet, email, etc....

**Copyright Violations** - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

## **NETIQUETTE and APPROPRIATE USE GUIDELINES:**

**NETWORK RESOURCES** - The use of the school network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for his/her actions when utilizing the school's computer resources. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

**PRIVACY** – Network storage areas are the property of the school district. The Technology Director or designee may review any storage area of the school network to maintain system integrity and to insure that students are using the system responsibly.

**COPYING/DOWNLOADING** - Students are NOT permitted to download or install any software, shareware, or freeware onto the school's computers. Students are NOT permitted to copy others' work or intrude into others' files.

**INAPPROPRIATE MATERIALS OR LANGUAGE** – Students are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Should students encounter such material by accident, they should report it to their teacher immediately. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted.

## **STUDENT UNDERSTANDING:**

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Ingram ISD has the right to access my information at any time.
- I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so. I will have the supervising teacher or the district technology department personnel scan the media for viruses and check for appropriate content before using it on school equipment.
- I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites such as Twitter, YouTube and Facebook should not reflect negatively on my fellow students, teachers, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Ingram ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
- I will use technology resources productively and responsibly 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 refrain from attempting to bypass, or circumventing, security settings or Internet filters, or interfere with the operation of the network by installing illegal software, or web-based services and software not approved by the Ingram ISD Administrators or Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
- I will follow all guidelines set forth by the District and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

# Ingram Independent School District

Acceptable Use Policy Signature Sheet for Students  
2022-2023 School Year

**ALL STUDENTS ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED) IS ALLOWED AT INGRAM ISD.**

**STUDENT AGREEMENT:**

As a user of the School's technology resources, I understand and agree to comply with the netiquette and appropriate use guidelines outlined in the Acceptable Use Policy for Students.

**CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:**

Should I commit a violation, I understand that consequences of my actions could include suspension/loss of Computer privileges or data and files, disciplinary action, and/or referral to law enforcement.

**Student Name (print):** \_\_\_\_\_

**Student Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

As the parent or guardian of this student, I have read the Technology Resources [CQ (LOCAL)] and the Acceptable Use Policy for Students. I understand the conditions for use of the network and Internet resources provided by Ingram ISD and that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that student use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

I understand that my child is responsible for any transactions that occur under his or her user ID or account, that any violation of that policy will be considered a violation of the Student Code of Conduct, and that my child may be denied access to the district's technology resources in addition to any other disciplinary action.

By signing this form, I hereby give permission to allow my child to use the IISD Network and to allow Internet access. I also understand and give permission to allow the school to publish examples of my student's projects or publish photographs/video of my child participating in school related activities in district media or share with local media outlets. I certify that all the information contained in this form is correct.

I hereby give permission for my child to use technology resources at the Ingram Independent School District.

**Parent/Guardian's Name (print)** \_\_\_\_\_

**Parent/Guardian's Email Address** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_