Technology Regulation

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Ousley Junior High

TECHNOLOGY REGULATION

Internet Safety and Acceptable Use Guidelines for Technology Resources

The following information is provided so that students, parents and staff are aware of responsibilities involved in the efficient, ethical and legal use of technology resources.

Each student will be required to adhere to all district policies and to *Internet Safety and Acceptable Use Guidelines* in order to be granted access to district technology resources.

District technology resources include, but are not limited to, the district's network (including the wireless network), servers, computers, mobile technologies, peripherals, hardware, software, applications, databases, online resources, Internet access, email and any other technology designated for use by students, including all new technologies as they become available.

Access to the district technology resources is a privilege, not a right. By accessing the district network and/or related systems all users acknowledge, understand, and agree to the administrative regulations governing the use of district technology resources, and allow monitoring of technology use and compliance with all regulations and guidelines.

Access to the district technology resources, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations.

Noncompliance may result in suspension of access or termination of privileges and other corrective action consistent with district policies.

District email and other use of the district technology resources by students are not private and may be monitored at any time by designated district staff to ensure appropriate use.

Consent Requirements

Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any district student will be posted on a Web page under the district's control unless the district has received written consent from the student (and the student's parent if the student is a minor) who created the work.

No personally identifiable information about a district student will be posted on a Web page under the district's control unless the district has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and district policy.

Filtering

Internet access shall be made available to students for instructional purposes. The district utilizes an internet filtering system that blocks access to content that is obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. No Internet filter is flawless, so teachers will demonstrate active monitoring when using technology in class. Students who deliberately attempt to bypass or circumvent the filter to access inappropriate content will be addressed using standard disciplinary procedures in compliance with district policy, the Student Code of Conduct, the Acceptable Use Policy, and campus disciplinary procedures.

System Access

Access to district technology resources will be governed as follows:

1. Students in all grades will be granted access to the district's system as appropriate. Students may be assigned individual accounts.

2. Any system user identified as a security risk or as having violated the District AUP and/or campus technology guidelines may be denied access to some or all district technology resources

Individual User Responsibilities

The following standards will apply to all users of district technology resources:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. District technology may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines.

3. Students may not disable, or attempt to disable, a filtering device on the district's electronic communications system.

4. Communications may not be encrypted so as to avoid security review by system administrators.

5. System users may not use another person's system account without written permission from the campus or district administrator as appropriate.

6. Students may not distribute personal information about themselves or others by means of district technology resources unless instructed to do so by an administrator, counselor, librarian or teacher for instructional purposes. This includes, but is not limited to, personal addresses and telephone numbers.

7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.

8. Students may not use the network for financial or commercial gain, advertising, or political lobbying.

9. Students may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy and administrative regulations.

10. Students should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.

11. Students may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

12. Students may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

13. Students should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the district or school, whether or not that was the user's intention.

14. Students are expected to use district technology resources for educational or school-related purposes only, unless approved by district staff.

15. Students may not gain or attempt to gain unauthorized access to resources, information, or media.

16. Students who identify or know about a security problem are expected to convey the details to a teacher, administrator, or district employee without revealing the information to other students.

Vandalism

Any malicious attempt to harm or destroy district equipment or data or the data of another user of the district's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate corrective actions.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, to deliberately interfere with the ability of other system

users to send/receive electronic mail, or to use another person's user ID and/or password is prohibited.

Information Content

System users and parents of students with access to the district's system should be aware that, despite the district's use of technology protection measures as required by law, use of the system may provide access to other district technology resources in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access and/or use as quickly as possible and report the incident to the supervising teacher, administrator, or district employee.
Students are expected to observe the basic principles of digital etiquette, including but not limited to the following:

Digital Etiquette

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.

3. Pretending to be someone else when sending/receiving messages is prohibited.

4. Transmitting and/or viewing obscene messages or pictures are prohibited.

5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination of Account

Termination of a student's access for violation of district policies or regulations will be effective on the date the principal or district administrator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. 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 system user's requirements, or that the system will be uninterrupted or error free, or 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 the district.

The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district technology resources.

**Email &
Communication
Tools**

Email and other digital tools such as, but not limited to, blogs, wikis, hangouts, and IMs, are tools used to communicate within the district. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs. Electronic communication is an important skill for 21st Century students. By providing this tool, the district is equipping students with the skills necessary for future success.

Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations (if applicable). Keep in mind that all email transmissions are retained and are subject to public information requests.

All students are given access to a district student email account with the following permission settings:
- Elementary and Junior High students can send and receive email only to and from other AISD users.
- High school students can send and receive email to and from internal and external users

Student email accounts may be provided directly by the district, through the content management system of an approved online course or Learning Management Systems (such as Canvas), or through a district approved provider. Students must abide by the established guidelines as described within AUP regarding email and other electronic communication tools. Email accounts will be available for use by all students while they are currently enrolled in the district. Parents wishing to deny access to district email must do so in writing to the campus principal.

**District Assigned
Equipment**

In some situations, the District or campus may assign district-owned equipment to students. The assignment of hardware such as laptops, Chromebooks, tablets, or other mobile devices may be needed due to the student's participation in a specialized program or it can be for any reason deemed appropriate by campus administration. Additional information can be found in the "Student/Parent Mobile Device Loaner Handbook" (https://goo.gl/iKK2EJ).

Students are to adhere to the following responsibilities with regard to being assigned district-owned equipment:

1. Must comply with all policies and regulations regarding technology (Acceptable Use Policy, Student Code of Conduct, Board Policy, Student/Parent Mobile Device Loaner Handbook, etc.)

2. Students must execute appropriate and reasonable care of the electronic device assigned to them.

3. Must ensure equipment is in good working condition and equipment maintenance needs are requested in a timely manner.

4. Must ensure equipment is accessible at all times for inventory/audit purposes.

5. The repair or disposal of any damaged device must be serviced by the Technology Support Department.

Additionally, the following accountability guidelines apply to any student who is assigned district-owned equipment:

1. Upon allocation, financial responsibility is accepted by the student regarding the replacement of damaged, lost or stolen device. Damage or loss may be the result of accidental or neglectful care.

2. In the event of damage or loss, the Technology Support Specialist, BTC, and Appraiser must be notified within 24 hours, including the date and time, in which the damage or loss occurred.

3. Upon notification of damage or loss, a 10-day window is established to provide device, explanation and/or police report.

4. In the event that the device is not recovered by the end of the 10-day window, the technology device assigned to the student will be treated like the loss of a textbook and the student will be required to pay the current depreciated value of the device directly to the campus secretary (elementary and junior high schools) or bookkeeper (high schools). If the device is recovered but damaged, the cost of the repairs must be paid by the student directly to the campus financial manager. The student will not be assigned another device until the assigned fees have been paid. Please contact the Technology Support Department for the depreciated value of the device or the cost of any applicable replacement part. tsdhelpdesk@aisd.net or 682-867-7836

5. Repeated neglectful damage may result in the student being assigned an alternative device and/or losing the privilege of using district-owned technology. The alternative device will continue to meet district instructional standards, but may not be of the same value as the previously assigned device.

Bring Your Own Technology (BYOT) Student Guidelines

As part of its goal to be a high-performing, technology-rich school district that offers leading-edge learning experiences for students, the Arlington ISD will allow students to bring personally-owned mobile technology devices to school for educational purposes. These conditions apply:

1. Students may use personally owned mobile technology devices at school for educational purposes only when permission is granted by the applicable teacher.

2. Mobile technology devices include, but are not limited to, laptops, netbooks, tablets, iPads, iPod Touches, smartphones, and eReaders.
3. Before bringing a personally owned mobile technology device to school, students should record its serial number and maintain that information at home. Students should clearly label the device and its peripherals such as cables or headphones with student's first and last names.
4. Any mobile technology device that is brought to school should have a fully-charged battery at the beginning of the day. Students should take the device home on a daily basis to recharge the battery.
5. Students are responsible at all times for complying with the *Student Code of Conduct*, Student Technology Acceptable Use Policy.
6. Students may not disable or attempt to disable AISD's technology settings or filters.
7. The Arlington ISD is not responsible for charges that may occur from accessing other connections.
8. Students must keep electronic comments and posts relevant to the course content and consistent with educational purposes.
9. Students must obtain permission from a teacher or administrator before recording, taking pictures, or publishing images, information, or works of individuals or groups. Recordings and pictures may be taken for teacher-approved projects only, and permission must be obtained for each instance in accordance with the Acceptable Use Policy.
10. Personal technology devices must be silent during class except when used for educational purposes with teacher permission.
11. No student will be required to bring a personally-owned technology device to school.
12. AISD employees, schools, and/or the District will not be responsible for lost, damaged or stolen items.
13. It is not the responsibility of AISD staff to troubleshoot individual devices. Students should check the owner's manual of the device for information about network connectivity or specific features.
14. A teacher or administrator may confiscate any technology device that is used for non-educational purposes during class or any device that is a disruption at any time.
15. Any technology device used to bully, threaten, or endanger the physical safety or emotional well-being of others will be confiscated, held for corrective action, and if necessary, provided to law enforcement authorities.
16. Personally-owned technology devices not retrieved by students or parents by the end of the school year will be disposed of, and when feasible, recycled.
17. Use of student-owned technology devices for personal purposes will be determined by campus leadership.

Administrative Regulations for Telecommunications Devices and Other Devices

[See Policy FNCE (Legal), FNCE (Local), FNCE (Exhibit) at www.aisd.net and Texas Education Code §37.082] The district prohibits the use of telecommunications devices such as cellular phones, pagers, beepers and PDAs ("telecommunications devices"), as well as cameras (digital, video, etc.), MP3 players, CD players, video games or any other device that has the potential to be considered a distraction to the educational environment at all schools and at all school-related activities, both on and off campus, during the school day. Students may possess such devices; however these devices shall not be visible and must remain off during the school day. *The only exception for the telecommunication device to be "on and visible" will be if the student has been granted permission by the applicable teacher to use their personally owned technology/device for educational purposes. Each individual campus administrator has the discretion to determine students' personal use of BYOT for their campus environment.* For students on school campuses, the school day is defined as from the time a student first enters the school building for the day until the last dismissal bell of the day. For students participating in school-related activities off-campus and/or school-related activities that begin before the first school bell of the day or after the last dismissal bell of the day, school personnel supervising such activities have discretion to determine when the school day begins and ends. Students on campus who need to make calls for emergency purposes may ask permission to use the office phone or classroom phone. Parents who need to contact a student on campus during the school day must call the school office. Parents who need to contact a student participating in an off-campus school-related activity should do so according to the expectations determined by school personnel supervising the activity, which expectations may vary.

Students who use a device in any way that violates the law, Board Policy, or the *Student Code of Conduct* shall be subject to corrective action. Furthermore, a student's failure and/or refusal to promptly and peacefully relinquish a device will result in more serious corrective action. Defiant behavior such as attempting to dismantle a device before relinquishing it (for example, removing the SIM card, battery, etc.) will result in more serious corrective action.

The failure to comply with these regulations will result in the following corrective actions:

First Offense: Group I Misbehavior – Confiscation of the device until a parent retrieves or parent gives permission for student to retrieve the device from the school office.

Second Offense: Group II Misbehavior – Two days (ISS), confiscation of the device until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a $15 return fee/fine is paid for telecommunication device.

Third Offense: Group II Misbehavior – Two days In-school suspension (ISS), **loss of privilege to have possession of any device on campus,** confiscation of the device at issue until a parent retrieves or parent gives

permission for student to retrieve the device from the school office and a $15 return fee/fine is paid for telecommunication device.

Fourth Offense: Group III Misbehavior – Assignment to CHOICES, **loss of privilege to have possession of any device on campus,** confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a $15 return fee/fine is paid for telecommunication device.

Fifth Offense: Group IV Misbehavior – Assignment to Disciplinary Alternative Education Program (DAEP), **loss of privilege to have possession of any device on campus,** confiscation of the device at issue until a parent retrieves or parent gives permission for student to retrieve the device from the school office and a $15 return fee/fine is paid for telecommunication device.

Depending upon the severity and frequency of the violation, students may be subject to the full range of corrective actions set forth in the *Student Code of Conduct* and Texas Education Code, including expulsion. This handbook serves as notification to parents and students that the District will dispose of confiscated telecommunication devices at the end of the school year if no claim is made and no return fee/fine is paid. The District assumes no responsibility for damaged, lost or stolen devices once they are confiscated. The $15 return fee/fine may only be paid with cash or money order.

Improper Use of Technology On and Off Campus

Use of the Internet and/or other technologies in a threatening manner, in a manner that creates or causes a material or substantial disruption of the educational environment, or reasonably forecasts a material or substantial disruption of the educational environment (to be evaluated on a case-by-case basis) may be a basis for school corrective actions even if the conduct did not occur on school property. The following list of prohibited acts is not exhaustive:

1. Attempting to access or circumvent passwords or other security-related information of the district, students or employees or to upload or create computer viruses.
2. Attempting to alter, destroy or disable district computer equipment, district data, the data of others or other networks connected to the district's system.
3. Using the Internet or other electronic communications to threaten district students, employees or volunteers.
4. Cyber bullying – for example, sending or posting electronic messages that are abusive, threatening, harassing, and/or damaging to another's reputation. For more information, see Cyber bullying in the Definitions section.
5. Using e-mail or websites at school to encourage illegal behavior or threaten school safety.
6. Sexting – for example, sending or posting electronic messages and/or pictures that are obscene, sexually oriented, and/or potentially illegal. For more information, see Sexting in the Definitions section.

Student and Parent Acknowledgment of *Student Code of Conduct* and Notice Concerning Bullying and Harassment

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Blanton Elementary

ARLINGTON INDEPENDENT SCHOOL DISTRICT
STUDENT AND PARENT ACKNOWLEDGEMENT OF THE *STUDENT CODE OF CONDUCT*
AND NOTICE CONCERNING BULLYING AND HARASSMENT

Dear Student and Parent:

As required by state law, the Board of Trustees has officially adopted this *Student Code of Conduct* in order to promote a safe, positive and educationally-oriented environment for every student. It has been developed to help your son or daughter gain the greatest possible benefit from his or her school experience. The school is in need of your help and cooperation. Please read this *Student Code of Conduct* thoroughly and discuss it with your family. It is important that every student understand the Code and be encouraged by his or her parents or guardians to follow the expectations and regulations set forth in the Code.

The AISD strives to ensure that all of its students are free from bullying and harassment including violence in students' relationships. All charges of bullying, harassment, and dating violence are to be taken very seriously by our students, faculty, staff, administration and parents. We will make every effort to handle and respond to each and every charge and complaint filed by our students and employees in a fair, thorough and just manner. Every effort will be made to protect the due process rights of all victims and all alleged offenders.

Bullying is when a student engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and the Board of Trustees or the Board's designee determines that the behavior: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student. This conduct is considered bullying if it: (1) Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through the written or verbal expression or physical conduct; and (2) Interferes with a student's education or substantially disrupts the operation of a school.

Harassment is defined as repeated threats to cause harm or bodily injury to another student, engaging in intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Sexual harassment means to repeatedly engage in unwelcome sexual advances, requests for sexual favors, sexually abusive or vulgar language or other verbal, visual or physical conduct if such conduct with a student or staff creates an intimidating, hostile or offensive school environment.

Dating violence is the intentional use of physical, sexual, verbal or emotional abuse by a person to harm, threaten, intimidate or control another person with whom the student has or has had a dating relationship, as defined by §71.0021 of the Family Code.

A student or parent who has a complaint alleging bullying, harassment, sexual harassment or dating violence should immediately report the complaint to a campus administrator, teacher or counselor for investigation.
_____
PLEASE READ THE FOLLOWING AND SIGN BELOW:

AS THE STUDENT AND PARENT/GUARDIAN OF THE STUDENT LISTED BELOW, WE ACKNOWLEDGE THAT WE HAVE REVIEWED AND READ THE ONLINE VERSION OF THE ARLINGTON ISD STUDENT CODE OF CONDUCT FOR THE 2018 - 2019 SCHOOL YEAR.

_____   _____
Student Name   Student Signature   Date

_____   _____
Parent/Guardian Name   Parent/Guardian Signature   Date

PLEASE SIGN AND RETURN TO YOUR CAMPUS

Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

2018-2019 Calendar

AUGUST 2018
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Legend
Student/Staff Holiday	◯
First/Last Day of School	—
Semester Start/End	{}
Exams/Early Dismissal (secondary students)	@
Begin/End Grading Period	( )
Teachers New to Profession Report	•
Teachers New to AISD Report	#
Staff Development/Student Holiday	◆
Teacher Prep./Student Holiday	^
Staff Exchange Days	..
Inclement Weather Makeup for Staff	*
Early Dismissal (elementary students)	>

Important Dates
August 6 .... Teachers New to Profession Report
August 8 .... Teachers New to AISD Report
August 13 .... All Teachers Report
August 13 – 17 .... Teacher Prep./Staff Dev.
August 20 .... First Day of Classes
September 3 .... Holiday
October 8 .... Holiday
November 19 – 20 .... Staff Development
November 21 – 23 .... Holidays
December 18 – 19 .... Exam Days – Jr. & Sr. highs
December 19 .... End of First Semester
December 20 – January 4 .... Winter Break
January 7 .... Teacher Prep. Day
January 8 .... Second Semester Begins
January 21 .... Holiday
February 18 .... Holiday
March 11 – 15 .... Spring Break
April 19 .... Holiday
May 27 .... Holiday
June 3 – 4 .... Exam Days – Jr. & Sr. highs
June 4 .... Last Day of Classes
June 5 .... Teacher Work Day
June 6 – 7 .... Staff Weather Makeup

If no weather days are used, students' last day will be May 31, and June 3 and 4 will become teacher work days.

School Hours
Prekindergarten .... 8:10 a.m. – 11:16 a.m. or
12:29 p.m. – 3:35 p.m.
Elementary (K–6) .... 8:20 a.m. – 3:35 p.m.
Junior High (7–8) .... 8:55 a.m. – 4:10 p.m.
High School (9–12) .... 7:35 a.m. – 2:50 p.m.

Early Release Hours
Prekindergarten .... 8:10 a.m. – 10:10 a.m. or
10:20 a.m. – 12:20 p.m.
Elementary (K–6) .... 8:20 a.m. – 12:20 p.m.
Junior High (7–8) .... 8:55 a.m. – 12:55 p.m.
High School (9–12) .... 7:35 a.m. – 11:35 a.m.

First Semester Instructional Days 81
Second Semester Instructional Days 97
Total Instructional Days 178

Approved 1/18/18

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Arlington

INDEPENDENT SCHOOL DISTRICT

More Than a Remarkable Education

www.aisd.net
AISD-TV, Time Warner Ch. 98, AT&T U-verse Ch. 99

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