Guthrie Common School District
Technology Resources and Services: Acceptable Use Policy

Guthrie CSD goes to great lengths and expense to ensure the safety and security of students while they use computers, tablets, other technology hardware via the school's wired and wireless network, including access to the world wide web. Measures are in place that are designed to restrict students' access to materials that may be harmful to minors or don't support the educational process. While the district strives to maintain a safe and secure instructional environment, a great deal of responsibility rests on the students to adhere to acceptable use of all technology resources.

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, software, text and data and multimedia files, email, local databases, digitized information, communication technologies, and Internet access.

Student Expectations:
   a. Student use of computers, other technology hardware, the network (including the Internet) is only allowed when supervised or granted permission by a staff member.
   b. All students are expected to follow existing local and federal copyright laws.
   c. Although the district has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
   d. Students who identify or know about a security problem are expected to convey the details to their teacher or school administrator without discussing it with other students.

Guthrie CSD cautions all users to be aware of unacceptable conduct when using the electronic information resources via an educational network. Unacceptable conduct includes but is not limited to the following:
   a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software.
   b. Using the network for financial or commercial gain, advertising, or political lobbying.
   c. Accessing or exploring online locations or electronic/digital materials that do not support the curriculum and/or are inappropriate for school assignments.
   d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
   e. Causing congestion on the network or interfering with the work of others.
   f. Wasting finite resources, i.e., downloading movies or music for non-educational purposes.
   g. Gaining unauthorized access anywhere on the network.
   h. Attempting to log in as the system administrator or attempting to fraudulently gain access to the system.
   i. Revealing the home address or phone number of one's self or another person.
   j. Invading the privacy of other individuals.
   k. Using another user's account or password, or allowing another user to access your account or password.
   l. Coaching, helping, observing, or joining any unauthorized activity on the network.
   m. Forwarding/distributing e-mail messages without permission from the author.
   n. Posting anonymous messages or unlawful information on the system.
   o. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
   p. Falsifying permission, authorization, or identification documents.
   q. Obtain copies of, or modify files, data, or passwords belonging to other users on the network.
   r. Knowingly placing a computer virus on a computer or network.
   s. Attempting to by-pass or by-passing the network proxy server in order to gain access to restricted sites.
   t. Unauthorized disclosure, use and dissemination of personal information regarding minors

The system administrator(s) may, with or without warning, suspend the use of network resources and disable any user account with reasonable cause and belief that this acceptable use policy has been violated by the user.

1. The Guthrie CSD network is established with the express intent of providing the students and staff a resource that will improve and enhance education in a manner that is consistent with the educational goals of the Guthrie CSD. The district expects legal, ethical, and efficient use of the network/Internet and other technological resources.

2. Student accounts will be used only in support of education and research within the educational goals and objectives of the Guthrie CSD. Students will be personally responsible for this provision at all times.

   a. Use of any other organizational network or computing resource(s) will be in compliance with the rules and acceptable use practices appropriate to that network and with the Guthrie CSD network.
   b. Transmission of any material in violation of any federal or state policy or law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, and material protected by trade secret.
   c. Advertising products or services, and political lobbying are prohibited on an educational network.

3. Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

   a. Be polite. Never send, or encourage others to send, abusive messages.
   b. Use appropriate language. Remember that you are a representative of our school district on a non-private system. What you say and do can be viewed globally. Never use inappropriate language.
   c. Do not reveal your home address or personal phone number or the address or phone number of fellow students or colleagues.
   d. Do not expect anything you view on your school computer or through the school network to be private. Messages and access can be monitored and tracked by district administration. Messages relating to or in support of illegal activities will be reported to the authorities.
   e. Do not use the network in any way that would disrupt use of the network by others.

4. Guthrie CSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Guthrie CSD does not guarantee connectivity to the Internet. Guthrie CSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions cause by the system or user errors or omissions. Use of any information obtained via the information system is at your own risk. Guthrie CSD specifically disclaims any responsibility for the accuracy of information obtained through these services.

5. Security on any computer system is a high priority because there are so many users. If you identify any security problem, notify the system administrator, building principal, or an appropriate teacher at once. Never demonstrate the problem to other users. Never use another individual's account without prior written permission from that person. All use of the network resources must be under your own account and under the approval of a Guthrie CSD staff person. Any user that is identified as a security risk will be denied access to the information system.

Guthrie CSD: Bring Your Own Technology

What devices are allowed for Bring Your Own Technology?

Any WIFI capable mobile devices, including laptops, netbooks, iPads, iPod Touch, eReaders, smart phones, and other tablets.

What will students be able to do with their device?

Students will be able to use web-based applications and other tools available on their device for instructional purposes. Usage for instruction is up to the discretion of each individual teacher.

Will internet access be filtered?

For internet access, students using their own device are required to use the Guthrie CSD Guest wireless access. Student-owned personal devices will access the internet through the same content filtering process that is used on GCSD owned computers.

Can my child use their 3G or 4G data plan at school?

No, because 3G and 4G content are not filtered and secure. Again, students using their own device are required to use the Guthrie CSD Guest wireless access.

What are the rules for using student-owned devices?

Students may bring their own technology and utilize the devices at school and at school activities. Students must follow the Guthrie CSD Acceptable Use Policy at all times, with all devices. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away, unless they are being used for instructional purposes.

What if a student has technical issues with the device?

Students must manage their own technology and should take care of any technical issues. The teacher or campus technology facilitator is not responsible for ensuring that any student-owned device is functioning properly.

Guthrie CSD: Bring Your Own Technology

Responsible Use of Devices

A. All personal telecommunication and computing devices must be turned off during the school day unless being used for instructional purposes. Students may utilize their devices in the classroom for educational purposes with approval from the teacher.
B. Usage for instruction is up to the discretion of each individual teacher.
C. Personal use of these devices will only be permitted before and after school.

Inappropriate Use of Devices

A. Any electronic communication device that is activated, used, or displayed in a manner that is disruptive or endangers the physical safety or emotional well being of others will be confiscated and held for disciplinary proceedings or turned over to law enforcement.
B. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, the use of devices in this manner can constitute criminal behavior.

Confiscation of Devices

A. District employees may confiscate any electronic communication device if it is clearly not being used for classroom instructional purposes.
B. If an electronic communication device is confiscated, it will be handed over to the campus administrator no later than the end of the teacher's workday. The student or student's parent may retrieve their device from the campus administrator.
C. Repeated infractions will result in escalated consequences.

Liability

A. In the event that personal electronic communication devices are brought to school, the school and school district will not be financially responsible for lost, stolen or broken items.
B. If confiscated devices are not retrieved by the end of the school year, the district has the right to dispose of or recycle the device.

Guthrie Common School District

Information Technology Resources and Services: Acceptable Use Policy

I understand and will abide by responsibilities connected to electronic information resources in the Guthrie CSD. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my user account, and appropriate legal action. I also agree to report any misuse of the information system or systems to the Guthrie CSD system administrator(s) or appropriate teacher(s) or other representative(s) of the Guthrie CSD. Misuse can come in many forms, but can be viewed as racism, sexism, inappropriate language, or other issues described above. I understand that the Guthrie CSD retains the right to withdraw my account privileges at any time for any reason.

_____   _____
Student Signature   Date

As the parent or guardian of this student, I have read this acknowledgement of the rights and responsibilities connected to electronic information resources used in the Guthrie CSD. I understand that the district makes electronic information resources available for educational purposes ONLY. I understand that it is impossible for the Guthrie CSD to restrict access to all controversial materials that may be found on electronic networks, and will not hold the Guthrie CSD school system administrators, teachers, or other representatives responsible for the misuse of the information system. Misuse can come in many forms, but can be viewed as any message sent or received that indicate or suggest pornography, unethical or illegal solicitation , racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child's use is not in a school setting. I herby give my permission to issue an account for my child and certify that the information contained on this form is correct.

_____   _____
Parent Signature   Date

_____
Parent Printed Name

_____
Home Address

NOTICE: FOR THE PUBLICATION OF STUDENT WORK/PICTURES

As a parent, if you choose that samples of your child's artwork, special projects, photographs of your child, and the like NOT be displayed to the community on the district's website, in printed material (such as the yearbook) transmitted by video, or any other method of public communication, you must notify the Superintendent of the Guthrie CSD in writing.

Please address your objections to:

Mr. Steve Wolf, Superintendent
Guthrie Common School District
PO Box 70
Guthrie, Texas 79236