

## \*\*\*\*\* INDEPENDENT SCHOOL DISTRICT

### Responsible Use Policy

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Responsible Use Policy (RUP) supports our vision of technology use and upholds in our users a strong sense of digital citizenship. This policy applies to all \*\*\*\*\* Independent School District (\*\*ISD) computer networks (including the resources made available by them), and all devices connected to those networks. It is the responsibility of all staff to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

#### Responsible Use and Digital Citizenship

**Respect Yourself:** I will select online names that are appropriate, and I will be polite and use appropriate language/content in all online posts.

**Protect Yourself:** I will not publish personal details, contact details or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credential. I understand that I am responsible for maintaining and backing up all of my own data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.

**Respect Others:** I will not use technologies to bully or tease other people. I will not make audio or video recordings of student/employees without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.

**Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.

**Respect Intellectual Property:** I will suitably cite any and all use of websites, books, media, etc. I will respect all copyrights.

**Protect Intellectual Property:** I will request to use the software and media that others produce.

#### General Policies

- The purpose of a \*\*ISD user account is to access the \*\*ISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.

- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.

- \*\*ISD user accounts are owned by \*\*ISD; consequently they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by \*\*ISD staff at anytime without prior notice and without the permission of any user. \*\*ISD reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.

- Users should have no expectation of personal privacy in any matters stored in, created, received, or sent through the \*\*ISD computer network. These are subject to review by \*\*ISD at any time, with or without notice, with or without cause and without the permission of any student, parent/guardian or staff member.

- A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons illegal drugs, gambling, and any other topics deemed to be of non-educational value by \*\*ISD. \*\*ISD is not responsible for the content accessed by users who connect via their own type of service (cell phones, air-cards, etc.)

#### Government Laws

Technology is to be utilized in conformity with laws of the United States and the State of Texas.

Violations include, but are not limited to, the following:

1. Criminal Acts- These include, but are not limited to:

- unauthorized tampering
- Harassing email
- cyberstalking
- Child pornography
- vandalism
- cyberbullying

2. Libel Laws – You may not publicly defame people through published material.

3. 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), and/or engaging in plagiarism.

### Bring Your Own Technology (BYOT)

For purposes of BYOT, "Technology" means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

\*\*ISD is now allowing staff and students, on campuses where it is allowed, the option to Bring Your Own Technology (BYOT). Staff may use a personal device in place of (or along with) their district assigned

devices if they choose. Students may use a personal device in class for instructional use with teacher permission. I understand that if my device is damaged or stolen while on \*\*ISD property I will not hold \*\*ISD liable for the replacement or repair of my device. I understand that any data and/or SMS/MMS (texting) charges will not be reimbursed by \*\*ISD.

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices including, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

I understand that for my device to be compatible with \*\*ISD BYOT initiative some software may need to be installed on the device. I understand that \*\*ISD may provide accessories that can be installed and used with my personal device. These accessories will remain district property and will be maintained according to the currently established procedures in \*\*ISD. At such time as I choose to leave \*\*ISD, any of \*\*ISD owned accessories will be returned prior to my last day, and I will be responsible for removing any licensed \*\*ISD software from my device(s). I understand that I will only have access to the guest wireless service that \*\*ISD has provided. I understand that I will not have access to the wired network. I understand that my Internet will still be filtered by the \*\*ISD content filter when I am connected to the guest wireless service. I also understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Responsibility to keep the personal device secure rests with the individual owner. \*\*ISD is not liable for any device stolen or damaged on campus. \*\*ISD can NOT replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technological devices are encouraged.

Students and parent/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Responsible Use Policy. Additionally, technology:

- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours for non-instructional purposes.
- May only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.

Students and Staff acknowledge that:

- The district's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the RUP.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the RUP.
- The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Printing from personal technology will not be possible at school.
- Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.
- The district is NOT responsible for stolen or damaged personal technological devices.
- The district is NOT responsible for the maintenance or repair of any personal technology.
- The district is NOT responsible for any costs incurred due to use of personal technology.

### Third Party Accounts

In accordance with our district mission, goals and our vision for technology our students may require accounts in third party systems. Many of these accounts will be used at school or school related projects but may also be accessed outside of school with their parents' permission. The use of these

accounts will help our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards.

By signing and returning this document, I give permission to \*\*ISD to create and manage third party accounts for my child. If you would like to deny \*\*ISD permission to do this, you must submit the request to deny in writing to \*\*ISD by September 1st of each school year. If denying, you understand that your child will not be able to participate in certain projects which require these accounts.

#### Consequences

I understand and will abide by this Responsible Use Policy. If I break this agreement, the consequences could include suspension of your accounts and network access. In addition you could face disciplinary/legal action including but not limited to: Criminal prosecution and/or penalty under appropriate state and federal laws.

The following actions are not permitted and could result in the consequences outline above:

- Users may not attempt to disable or bypass the \*\*ISD content filter.
  
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not use their accounts for non-school related activities including but not limited to:
  - o Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations
  - o Political activity: lobbying for personal political purposes, or activities such as solicitation for religious purposes
- Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology. The \*\*\*\*\* ISD administration will deem what is considered to be inappropriate use of the \*\*ISD computer network. They may suspend an account or network access at any time. In addition, the administration, faculty, and staff of \*\*ISD may request that a user's account be suspended or denied at any time. If a signed copy of this document is not returned to your school by September 1st of each school year, it will be assumed that you agree to the provisions outlined within it.

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##### Responsible Use Policy Acknowledgement

I have read the District's Responsible Use Policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

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\*\*\*\*\* ISD does not discriminate against race, color, national origin, sex or disability.

\*\*ISD Code of Conduct & Campus Student Handbook Acknowledgment Form

##### Attention Parents:

The \*\*ISD Code of Conduct and each campus Student Handbook shall be made available on the \*\*\*\*\* ISD website at [www.\\*\\*\\*\\*\\*isd.com](http://www.*****isd.com), located under Parent/Student, Student Handbooks. A hard copy shall be provided upon request. Any amendments to either of these documents shall be communicated to students and parents. Please familiarize yourself with the contents in their entirety, including the nondiscrimination requirements of Title IX, the general information and drug-free school sections. As required by state law, the \*\*ISD Board of Trustees has officially adopted the Student Code of Conduct and campus Student Handbooks in order to promote a safe and orderly learning environment for every student.

I urge you to read these publications thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, I encourage you to ask for an explanation from your student's teacher or campus administrator.

Thank you,

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\*\*ISD Superintendent

By electronically signing this document you are acknowledging that you will or have read both the appropriate campus Student Handbook and the \*\*ISD Code of Conduct which can be found online at [www.\\*\\*\\*\\*\\*isd.com](http://www.*****isd.com) or can be picked up in paper copy format from your child's campus office. You agree to abide by the standards and policies, and consent to the responsibilities referenced or defined in these documents.