

# **Lockhart Independent School District**

## **Technology Acceptable Use Policy**

Updated May 2020

### **Purpose**

The Lockhart Independent School District (hereafter referred to as Lockhart ISD) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of district operations. It also recognizes that safeguards must be established to ensure the protection of our students and staff. Safeguards also protect the district's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The Technology Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

### **Governances**

The provision of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. Lockhart ISD has the duty to investigate any suspected violations of this policy.

### **Technology Acceptable Use Policy**

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

- The Lockhart ISD electronic network has been established for a limited educational purpose.
- Permission for students to access the Internet is deemed to be granted unless a parent or guardian gives a written letter to the campus principal denying said access.
- Access is a privilege—not a right.
- It is presumed that staff and students will honor this agreement.
- The district reserves the right to monitor all activity on this electronic network.
- Staff and students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Lockhart ISD electronic network.

### **Children's Internet Protection Act (CIPA)**

In accordance with the Children's Internet Protection Act, Lockhart Independent School District educates staff and students regarding appropriate online behavior to ensure Internet safety, including use of email and digital resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is each student's responsibility to follow the guidelines for appropriate and acceptable use.

## **Digital Resources**

For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) suggests that a school district maintain a list of the websites and online services appropriate for educational use it has consented to on behalf of the parent. In accordance with these recommendations, Lockhart ISD has curated the following list of approved resources: [Lockhart ISD Internet Resources](https://sites.google.com/a/lockhart.txed.net/lisd-internet-resources/home) (<https://sites.google.com/a/lockhart.txed.net/lisd-internet-resources/home>)

## **General Guidelines for Staff and Students**

- Staff and students will adhere to good digital citizenship expectations.
- Internet and bandwidth usage at school must be directly related to school business.
- Staff and students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Staff and students will not use network resources for chain letters/spamming, commercial purposes or political lobbying.
- Staff and students will abide by copyright and plagiarism laws.
- Students must immediately report threatening messages, inappropriate Internet files/sites and equipment damage to a teacher.
- Staff must immediately report threatening messages, inappropriate Internet files/sites, equipment damage and missing equipment to a school administrator and technology department.
- Staff, including substitute teachers, will actively monitor student activity on devices.
- Computer and Internet access may be limited with a substitute teacher. Campus administrators may approve special circumstances.
- Staff understands that they will conduct annual Internet Safety training which includes Child Internet Protection Act (CIPA), cyberbullying, etc. It is the responsibility of the faculty\staff members to make sure that this has been done.

## **NETWORK ACTIVITY**

### **Cyberbullying**

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. (Refer to the Student Code of Conduct for more information on bullying and cyberbullying.)

This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or any electronic device
- Posting abusive comments on someone's blog or social networking sites
- Creating a social networking account or web page that masquerades as the victim's personal site
- Posting another individual's personal information
- Sending abusive comments
- Recording and distributing media with the intent to manipulate or embarrass others.

### **School Websites, Social Networking & Videoconferencing**

- Staff will adhere to parent submitted documentation requesting the student not be pictured in any district publication (including yearbooks, local newspaper and videos).
- Staff should keep in mind their representation of Lockhart ISD when posting via social networking sites.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience with others.

## **System Security**

- Staff and students must immediately notify the Technology Department and a school administrator if they have identified a possible security problem.
- Staff and students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Staff will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites.
- Staff and students will not use sniffing or remote access technology to monitor the network or other user's activity.
- Staff and students are prohibited from creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks.
- Lockhart ISD is able to use monitoring software via Google Chrome extensions. This is implemented on all District Owned devices and any personal devices in which the Staff or Student chooses to log in to Google Chrome with.

## **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Staff members are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of a technology staff member.
- Lockhart ISD has the right to regulate hardware/software technologies that are on its network or used within the school and workplace environment. This includes personally owned devices and/or media used on Lockhart ISD property or with Lockhart ISD technological infrastructure.
- School-issued technology equipment is the property of Lockhart ISD and may only be used in the support of educational goals of the district.
- Staff and students may bring their own technology under special circumstances. Personal devices must be approved by a school administrator and the technology department. Staff and students are responsible for personal property brought to school and should keep personal items with self or in a locked space.

## **Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when disciplinary and/or legal action or actions by the authorities are the appropriate course of action.

Failure to turn in a signed user agreement does not excuse anyone from consequences if rules are broken. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

## **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a staff member has violated the district acceptable use regulation and policy, the staff will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or staff will

be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the staff member in exhibiting professional behavior. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

#### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, 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 network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users.

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Technology Acceptable Use Policy**

**Student User Agreement**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

I have read the Lockhart ISD Student Technology Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian Agreement**

I have read the Lockhart ISD Student Technology Acceptable Use Policy Rules and Procedures document and I understand that signing this form states that I understand the rules; however, if I wish to deny access to the Internet or to have pictures, etc. posted then a written letter must be given to the campus principal.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Staff User Agreement**

I have read the Lockhart ISD Technology Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules disciplinary measures may be taken.

Staff Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be signed yearly and returned to the campus Technology Instructional Mentor. If your campus does not have such a position then return the form to the campus principal.