COMMUNITY INDEPENDENT SCHOOL DISTRICT
RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem-solving, information fluency, communication 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. The Responsible Use Guidelines (RUG) support our vision of responsible technology use and promote a strong sense of digital citizenship. The RUG applies to all Community Independent School District computer networks (including the devices made available by them), and all devices connected to those networks (whether they be student owned or otherwise).

With the ability to use technology comes responsibility. It is important that you read and discuss the District Responsible Use Guidelines, ask questions if you need help in understanding them, and sign the agreement form. It will be your responsibility to follow the rules for appropriate use. Irresponsible system use will result in the loss of the privilege of using this educational and administrative tool. Please review the leveled guidelines following this paragraph which breaks down in greater detail responsible use expectations for elementary, middle school, and high school students in the areas of Internet Safety & Security, Digital Citizenship, and Research & Information Literacy.

Please note that the internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While Community ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. Students are also allowed to bring their own connectivity via a mobile device, however these devices are not eligible for technical support and must adhere to these Responsible Use Guidelines while on school grounds. These responsibilities can extend beyond the school grounds when working on district platforms and systems from home. The school is not responsible for students who bring their own internet connectivity via air-cards or data-plan on a mobile device.

RESPONSIBLE USE AND DIGITAL CITIZENSHIP

Any use described below is deemed "responsible" and consistent with the Community ISD Responsible Use Guidelines for Technology. The final decision regarding whether any given use of the network or internet is acceptable lies with the Superintendent or designee.

- Use is mainly for educational purposes, but some limited personal use is permitted. (Remember that people who receive email from you with a District address might mistakenly infer that your message represents the District's point of view).
- Use furthers the educational and administrative purposes, goals, and objectives of Community ISD.
- Use is limited to your own individual account. *You and only you should use that account.* You should NOT share your password with others.
- Use furthers research related to education and instruction.
- Use does not violate the student code of conduct or employee standards of conduct.
- Use of appropriate online names as well as use of polite and appropriate language/content on all online posts.
- Use of websites, content, and media is properly cited with respect to copyright.

UNACCEPTABLE AND IRRESPONSIBLE USE

Any of the following uses is deemed “unacceptable and irresponsible” and a violation of the Community ISD Responsible Use Guidelines for Technology. This list does not include all possible violations. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

Disciplinary action may be taken for unacceptable and irresponsible use of the network or Internet

- Unauthorized use of copyrighted material, including violating district software licensing agreements.
- Sending or posting electronic messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, illegal, or intended to bully use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program.
- Use of school technology resources to encourage illegal behavior or threaten school safety.
- Use of social media, messages, private cloud storage and/or email, on or off campus, personal or otherwise, in violation of the Code of Ethics and Standard Practices for Texas Educators which include any violation of the following; confidentiality of student records, health or personnel information concerning colleagues, district records (including evaluations and private email addresses), copyright law, harming others by knowingly making false statements about a colleague or the school system.
- Attack(s) or denial of services against Community ISD users, networks, or internet access via a Community ISD device or personal device directly or indirectly.
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district’s internet filtering system or other security systems.
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system, including uploading or creating computer viruses.
- Encrypting communications or files to avoid security review posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations.
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail.
- Use related to commercial activities or for commercial gain.
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful.
- Wasting school resources through the improper use of the computer system.

CONSEQUENCES FOR INAPPROPRIATE USE

One or more of the following consequences may be imposed:

- Suspension of access to the system
- Revocation of the computer system account
- Removal of device access
- Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct (as applicable)

INTERNET SAFETY AND SECURITY

Communicating Safely Online - Use of the internet and online collaboration is an important part of being in school. However, there are still risks involved when engaging in online conversation. Students will recognize and report any warning signs of online predators. Students will engage in safe online relationships and not participate in inappropriate dialogue with others online. Students will identify strangers and avoid risky online behavior. Students will report any inappropriate communication or possible online predators with a trusted adult.

Security of Information - Sharing of information online can be a great way to accomplish a task or work on a project collaboratively. However, there are certain bits of information that students should not share online or with others. Students will not share any of the following:

- Passwords
- Personal information/inappropriate photos of yourself
- Personal information/inappropriate photos of others

Internet Privacy - Many websites collect information from visitors for advertising or data collection purposes. Students will:

- Recognize and analyze online privacy terms.
- Understand the how and why companies collect their information so they can make informed decisions before providing personal information to a website.
- Guard against phishing, scamming and identity theft.

DIGITAL CITIZENSHIP

The internet is a powerful community of connected people. That connection requires levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible, appropriate way. Digital media plays an important role in a student's life and in our society. Below are some specific areas to address with students when learning how to grow their digital citizenship.

Social Media & Email - Students will have access to a school email account after receiving some basic training on email etiquette and Internet Safety training. Please know that all email can be viewed by teachers, administrators, or parents. Email will be written with thought of the audience and purpose. Online school-approved social media sites are allowed for secondary students. Students will learn about interaction, risks, and responsible use on both school-approved and other social media sites that they may encounter.

Commenting Responsibility - As use of social media and other age-appropriate websites becomes available to students, it’s important for students to understand the positive and negative aspects of their digital life. Students will recognize the importance of context in posting or viewing online images. Students will post appropriate comments in online and social communities. These comments, like anything else on the internet, have a certain amount of digital permanence and can affect reputation down the road. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

Digital Footprints - Information you post on the internet can affect your future. Colleges and future employers look at an individual’s digital footprint as a tool during the admission or hiring process. Students will consider the possible benefits and risks before sharing information online and consider how this affects their reputation and digital self.

Digital Ethics - Students will use the internet and digital tools to produce content and projects. Students will not

present the work of others as their own work (otherwise known as plagiarism). Students will not intentionally delete or damage another student's digital work. When working on projects or any other work with online resources, students will follow copyright and Creative Commons laws.

Cheating - With the use of mobile devices, there may be temptation to cheat and share test or assignment information on a non-collaborative project. Students will not use technology and/or mobile devices to share confidential school content with other students.

Cyberbullying - Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. Minors can be convicted in a court of law of being a cyberbully. This action can happen both directly and indirectly.

In order to avoid this students will:

- Identify strategies for dealing with cyberbullying responsibly.
- Analyze and report any offensive online behavior or interactions to a trusted adult.
- Create positive online communities rooted in trust and respect.
- Think before you send or post
- Recognize and identify factors that intensify cyberbullying, including what role they play in escalating or de-escalating online cruelty

Students will **NOT**:

- Publish information that is harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms.
- Participate in online polls, "bash" sessions, or other communities that are harmful to others.

Inappropriate online interactions - The transmission of inappropriate images or messages digitally can result in conviction in a court of law. Students will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

RESEARCH AND INFORMATION LITERACY

Searching - Students will use a variety of search engines to search for information and content. Students will understand the functions of effective keywords and categories to find useful and relevant information online.

Research and Evaluation - Students will choose websites with high-quality information and when possible, use multiple sources to find their information. At all levels, students will properly cite online resources.

RESPONSIBLE USE GUIDELINES ACKNOWLEDGEMENT FORM

My student and I are committed to the Responsible Use Guidelines. By signing this, we commit to discussing and reviewing the Responsible Use Guidelines as it pertains to technology use throughout the district.

I understand that my technology use and, if applicable, text messaging and social media with District provided resources, are not private and may be viewed by district officials. I understand that the school district will provide me with third party accounts (such as Google Apps) that must also adhere to these Responsible Use Guidelines. Any other third party accounts that I use for educational purposes, must also adhere to these Responsible Use Guidelines. I understand that the Community Independent School District will monitor my activity on the computer

system.

I have read the Community ISD Responsible Use Guidelines for technology and agree to abide by their provisions. I have read and agree with the leveled guidelines for elementary, middle and high school responsible use. In consideration for the privilege of using the Community ISD 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.

Student Printed Name _____

Campus _____

Student Signature _____

Date _____

Parent/Legal Guardian Signature _____