

# Hillsboro Independent School District

## Acceptable Use Policy for Technology Resources

### Definition of District Technology Resources

The District's computer systems and networks are defined as any configuration of hardware, operating system software, application software, stored text, and data files. Examples include, but are not limited to, electronic mail, local databases, externally accessed resources (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

### Acceptable Use

The district's electronic communications systems, including network access to email and the Internet, is to be used primarily for administrative and instructional purposes consistent with the District's mission and goals. The District will make copies of the acceptable use policy available to all users.

Access to the District's Electronic Communications System is a privilege not a right. All users are required to be aware of, understand, and comply with all administrative regulations governing the use of the electronic systems. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. (*Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy*).

A student knowingly accessing or bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly accessing or bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

### Access Availability

Access to the District's Electronic Communications System, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use;

1. Imposes no tangible cost on the district;
2. Does not unduly burden the district's computer or network resources; and
3. Has no adverse effect on the employee's job performance or on a student's academic performance.

## **Monitored Use**

The District reserves the right to monitor all technology resource activity.

Student use of the computers and computer network is only allowed when supervised by staff members.

Electronic mail transmissions and other use of the electronic communication system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

## **Network**

Improper or illegal use of any computer or the network is prohibited. This includes the following:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements and sharing of copyrighted audio files. (See Board Policy CY)
2. Viewing, posting or distributing of threatening, racist, harassing, excessively violent, sexually explicit, or obscene material.
3. Personal or political use to advocate for or against a candidate, office-holder, political party, political position, or ballot proposition. 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.
4. Viewing or participating in chat rooms or social network sites other than those sponsored and overseen by the District.
5. Tampering, i.e., accessing, reading, deleting, copying, or modifying, the electronic mail of other users, regardless of where the message is displayed or stored.
6. "Hacking", i.e., attempting unauthorized access to any computer or network whether within the district's network or outside it.
7. Any use that would be unlawful under state or federal law.
8. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
9. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
10. Use that violates the student code of conduct or employee standards of conduct.
11. Use related to commercial activities or for commercial gain by a student or employee.
12. Advertisement for purchase or sale of a service or product

Deleting outdated files on a regular basis is required of all Users.

## **Security**

You may not share your account with anyone or leave the account open or unattended. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.

Users are responsible for saving all documents to the server. Department of Technology staff will attempt to recover documents only if they have been saved to the server.

## **Internet Safety / Filtering**

The District adheres to the federal Children's Internet Protection Act Guidelines. (CIPA) The District network maintains a filtering device that blocks access to visual depictions that are obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA. The District shall enforce the use of such filtering devices and shall not authorize the disabling of a filtering device for any reason. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms and cyber bullying awareness and response.

Although the district will use preventative practices, system users and parents should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

## **Copyright**

All users are responsible for adhering to existing copyright laws pertaining to software, resources, references, video, sound and graphics. Users will cite their source of information. Questions concerning copyright can be referred to the campus or district administrative staff.

## **Email**

1. Email cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
2. Email cannot be used for political or religious purposes.
3. Email will be deleted regularly to conserve server file space.
4. Email messages that cause network congestion or interfere with the delivery of mail to others are not acceptable.
5. Email from list serves must not affect the system's performance.

System users are to observe the following network etiquette.

1. Be polite. Messages typed in capital letters are considered rude.
2. Email messages and conference postings will not contain improper language, swearing, vulgarity, ethnic or racial slurs or any other inflammatory language. Conference postings will follow the District guidelines or be removed.
3. Do not reveal personal information of users or others.
4. Do not send chain letters, or forward messages to large groups of users.
5. Users are responsible for material delivered to their accounts.
6. Mail from outside email providers must meet the District Acceptable Use Policy.

## **Electronic Publishing**

Any electronic publication or website that represents the District or any organizational unit of the District will not post personally identifiable information about a Hillsboro ISD student 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 Education Records Privacy Act and Hillsboro ISD policy.

## **Forgery**

Forgery or attempted forgery of electronic data is prohibited. Attempts to read, delete, copy, or modify the electronic data or the deliberate interference with an electronic system is prohibited.

## **Software**

Please contact the Technology Department to install or reinstall any software on District computers. The illegal installation of copyrighted software or files, on District computers is prohibited. Only software approved, licensed and/or purchased by the District should be installed on District computers. Proper licensing documentation must be maintained.

## **Vandalism**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This 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, hardware, or software costs

## **Disclaimer**

The District shall not be liable for users inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

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's electronic communications system.

If you have questions or need further information, please contact the campus principal or the Department of Technology.

**Hillsboro Independent School District  
Technology Resources  
Student Acceptable Use Agreement**

It is mandatory that you return this page to the office of your campus before you will be allowed to use the District's computer systems and network.

My child and I have read, understand, and will comply with the Hillsboro ISD Technology Resources Acceptable Use Policy. We understand that non-compliance with this policy may result in suspension of my child's access or termination of my child's privileges and other disciplinary action consistent with Board Policies and state law. [See the Student Code of Conduct, and Board Policy CQ].

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date