

# Technology 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 Krum Independent School District (KISD) computer networks (including the resources made available by them), and all devices connected to those networks in accordance with Board policy **CQ(Local)**.

## **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 credentials. 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 students/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 KISD user account is to access the KISD 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.
- KISD user accounts are owned by the KISD; Consequently they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by KISD staff at any time without prior notice and without the permission of any user. The KISD reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.
- **Students/Staff should have no expectation of personal privacy in any matters stored in, created, received, or sent through the KISD computer network.** These are subject to review by the KISD at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.
- 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 the KISD. The KISD is not responsible for the content accessed by users who connect via their own 3G type service (cellphones, 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
- cyberstalking
- cyberbullying
- vandalism
- harassing email
- child pornography

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 Device**

KISD is now allowing staff and students the option to Bring Your Own Device (BYOD). **Staff** may use a personal device in place of (or along with) their district assigned devices if they choose. **Secondary (6th-12<sup>th</sup> grade) 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 KISD property I will not hold the KISD 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 the KISD.**

I understand that for my device to be compatible with the KISD BYOD initiative some software may need to be installed on the device. I understand that the KISD 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 the KISD. At such time as I choose to leave the KISD, any of the KISD owned accessories will be returned prior to my last day, and I will be responsible for removing any licensed KISD software from my device(s). I understand that I will **only** have access to the guest wireless service that the KISD 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 KISD content filter when I am connected to the guest wireless service.

## **Other 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 for 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 the KISD to create and manage third party accounts (including but not limited to: Gagggle, Prezi, and VoiceThread) for my child. If you would like to deny the KISD permission to do this, you must check the box below and return this form to the KISD by September 1st of each school year.

## **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 outlined above:

- Users may not attempt to disable or bypass the KISD 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: " Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations " 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 Director of Technology and the campus Principal will deem what is considered to be inappropriate use of the KISD computer network. They may suspend an account or network access at any time. In addition, the administration, faculty, and staff of the KISD may request that a user's account be suspended or denied at any time.

# Technology Responsible Use Employee Signature Page

***I certify that:***

- I have read, understand and will abide by the Technology Responsible Use and Board policy CQ(Local).
- I agree to be responsible for and abide by all rules and regulations stated within this policy.
- I understand that my access is primarily designed for educational purposes with limited personal use.
- I further understand that any and all email transmissions and other electronic communication shall not be considered private. I am aware that the District has authorization to monitor such communication to ensure appropriate use.
- I understand and accept that I retain limited rights to any work I have created while utilizing the electronic communication systems during my employment with the District. Furthermore, I understand and accept the District's right to use any product created during the scope of my employment with the District, even after I am no longer a District employee.
- I agree to not hold the District liable for any and all claims of any nature arising from my inappropriate use, copyright violations or other laws, mistakes or negligence incurred while using the Krum ISD Network.

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*KISD Employee's Signature*      *Full Name Printed*      *Date Completed*

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*Campus*      *Position*      *Grade Level (if applicable)*