

# Georgetown ISD

## Technology Responsible Use Policy for Students

*Revised July 2022*

In Georgetown ISD, students use technology resources to learn skills, knowledge, and behaviors they need to succeed in an increasingly interconnected global community while demonstrating responsible digital citizenship skills to lead, grow, and serve.

### Technology Resources

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Students are provided with access to district-owned technology resources which may include, but are not limited to, desktop computers, laptop computers, tablets, and printers. All district-owned devices are connected to internal network resources and have Internet access. Students may also be granted access to district-provided learning resources via the Internet or district network.

### Student Responsibilities

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**Students are expected to demonstrate digital citizenship by conducting themselves in a safe, legal, and ethical manner at all times when using district systems and resources. Students are held to these standards of conduct regardless of whether they are accessing resources from inside or outside GISD using district-owned, personal, or public equipment.** Responsible conduct keeps students and staff safe, helps ensure the integrity and functionality of the district network to maximize learning opportunities, and complies with State of Texas learning standards.

#### As a Student, You are Required to Respect and Protect the:

- **Privacy of Yourself and Others**
  - Use usernames and passwords that are assigned to you.
  - Usernames and passwords for any system are confidential and should not be shared with anyone. Attempting to try to discover or use anyone else's username or password for any system is strictly prohibited.
  - Only access, view, or use data or network resources for which you have permission.
  - Only post personal information about yourself or others with explicit permission from a teacher and the parents of all students involved. (Personal information includes a person's full name, phone number, address, or birth date, or an identifiable photo.)
  - Do not sign up for an account with an online service/website/etc. using your district-issued email unless the account is for school-related purposes and you have the express permission of a teacher. Follow the service/website Terms of Use, including age restrictions, when creating and using an account.
- **Integrity, Availability, and Security of all Technology Resources**
  - Use technology resources, including district-issued accounts such as email, productively and appropriately and only for school assignments and learning-related purposes. For example, do not store personal music files, pictures, or software/games on your device, in your Google Drive, or on other district provided storage.
  - Use technology resources in a way that does not disrupt the teaching or learning of other users. For example, do not continuously listen to or watch (stream) music, radio, news, or video from the Internet unless it is related to a learning activity.
  - Do not intentionally modify computers or other equipment by attempting to install software, hacking, spreading viruses or malware, or making physical changes to or damaging technology equipment.
  - Do not attempt to bypass Internet filters by using proxy sites, hacking, or any other means.

- We are a 1:1 district, and students are expected to use their district provided device. The Technology Department will not support personal devices. You may connect one personal mobile device at a time to the district's student guest wireless network to receive very limited wifi access. However, do not connect personally-owned equipment to district computers, to other wireless networks, or to the wired network without prior approval from the Technology Department.
- Immediately report problems or security violations, such as broken equipment or inappropriate technology or password use, to a teacher or administrator.
- **Learning Community**
  - Use communication tools only in ways that are kind and respectful. This includes email, blogs, discussion boards, wikis, chat/instant messaging, texting, websites, and virtual learning environments.
  - Report threatening or discomfoting content that you receive or access via the Internet or any digital source (website, text, chat, etc.) to a teacher.
  - Do not intentionally access, copy, share, or create material, such as photos or video, that violates the school's code of conduct, including material that is pornographic, threatening, rude, discriminatory, or meant to harass, embarrass, or bully.
  - Do not intentionally access, copy, share, or create material, such as photos or video, that violates the laws of the State of Texas or United States, including libelous/false content, obscenity, stolen materials, or illegal copies of copyrighted works.
  - Do not create, send, or post spam, chain letters/texts, photos, videos, or other mass quantities of unsolicited material.
  - Do not use your GISD email address, device, or district resources to make online purchases, sales, advertisements, or engage in other personal business transactions unless approved as a school project.
- **Intellectual Property of Others**
  - Assume all materials available on the Internet or in other digital resources are protected by copyright unless otherwise labeled. This includes text, graphics, photos, music, videos, and software.
  - Follow Fair Use guidelines when using materials from the Internet or other digital resources in your own work. Follow posted usage policies or ask permission of the original creator, and give proper credit/attribution to the original source.
  - Avoid plagiarism by always giving credit to the original source of ideas you use or words you quote in your own work.

## **Supervision and Monitoring**

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**The district network, technology equipment, and district-issued accounts are the property of Georgetown ISD. Anything that is done on or with these systems is not private and can be monitored by district staff.** Authorized Georgetown ISD employees monitor the use of technology resources to help ensure that users and data are secure and conform to district policy. Georgetown ISD reserves the right to examine, use, and disclose any data found on the district's networks or in accounts provided by or overseen by the district in order to further the health, safety, discipline, or security of any student, employee, or other person, or to protect property. Georgetown ISD may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. A list of prices for lost or damaged items is available upon request.

## **Consequences for Violation**

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**Use of Georgetown ISD technology resources is a privilege, not a right, and may be revoked if abused.** Violations of this policy may result in disciplinary action, including the loss of a student's privileges to use the district's information technology resources. Other consequences may also occur under the Student Code of Conduct and other legal action or criminal charges may be taken in accordance with applicable laws.