

PORT NECHES GROVES INDEPENDENT SCHOOL DISTRICT STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Port Neches-Groves Independent School District (“PNGISD” or “District”) offers technological opportunities to promote educational excellence in the schools by facilitating safe and effective resource sharing, innovation, and communication through the Internet and other electronic information systems. Access to the Port Neches Groves ISD network is a privilege and with this educational opportunity comes responsibility. Administrators and teachers may review student files and e-mail messages to maintain system integrity and ensure that users are acting responsibly. These Technology Acceptable Use Guidelines are intended to educate students and to set standards which will serve to protect the District. Students and parents should read the applicable District technology policies, administrative regulations, and this agreement form. [See policies CQ and DH, and provisions on use of electronic media in the applicable handbook]

The PNGISD system allows access to a content filtered environment where users may have access to e-mail, Google Workspace for Education applications and other applications/resources on the Internet. It will be the responsibility of each student to follow the guidelines for appropriate use. The following rules are representative (but not inclusive) of how the PNGISD network, including the Internet, is to be used by students. PNGISD reserves the right to revoke any or all network privileges due to misuse of district network or equipment. Inappropriate use may result in cancellation of the privilege. Unlawful use of district electronic resources will be referred to proper authorities. District authorities may also initiate other disciplinary actions

Disclaimer

As required by the Children’s Internet Protection Act (CIPA), the district maintains a filtering system that blocks access to information considered obscene, pornographic, and inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. The Internet is a network of many types of communication and information networks. It is possible to access material that you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to always prevent such access. It will be the user’s responsibility to follow the rules for appropriate use. PNGISD makes no warranties for the access it provides. The District shall not be liable for inappropriate use of the District’s technology resources, violations of copyright restrictions or other laws, mistakes, negligence, or costs incurred by a user. The District shall not be responsible for ensuring the availability of the District’s technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

Rules for Responsible Network and Computer Use

All students of Port Neches Groves ISD must adhere to the following standards of responsible use:

- Students are always responsible for the proper use of District technology resources and the District may suspend or revoke your access at any time.
- Students are assigned an individual account for access to approved District technology resources

and are responsible for keeping account information private. Do not share password credentials with other users.

- Students should not expect that files stored on district servers and within the pngisd.org domain under Google Workspace for Education will be private. The District will review files and communications to maintain system integrity and ensure that users are using the system responsibly.
- Students must not post any information that could cause damage in any way or cause any danger or disruption to others.
- When communicating through e-mail or other electronic means, users must use appropriate language and etiquette.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Students must immediately report any suspicious behavior or other misuse of technology to an instructor or a campus administrator.

Use of Personal Electronic Devices

- Students are responsible for appropriate use of any personal electronic device.
- Personal electronic devices can only be connected wirelessly to the district network provided for students. Connecting any personal devices to district wired network resources is prohibited.
- It is the responsibility of the owner to ensure that all software and files on personal devices are licensed for use in compliance with copyright law
- Personal electronic devices are to have the most recent operating system and security software, including but not limited to antivirus software, installed, and maintained.
- All peer-to-peer (music/video/file-sharing) software or web-hosting services on personal electronic devices must be disabled while connected to the district wireless network.
- Students should only use their device under teacher direction and should comply with the teacher's directions concerning use of any personal device in the classroom, including a request to shut down the device or close the screen.
- Students may not use their personal device inside or outside of the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others. This includes, but is not limited to, using the device to cheat, to violate the Student Code of Conduct rules, to harass or bully students or staff, and/or for unlawful purposes.
- PNGISD is not responsible for damage, loss or theft of any personal electronic device, software, or services. The District assumes no liability for any loss or damage to any personal devices.
- PNGISD will not be responsible for financial obligations arising from the unauthorized use of networks.
- PNGISD will not be responsible for providing technical support on personal electronic devices.
- The PNGISD wireless network will be filtered to meet Child Internet Protection Act requirements. *(Port Neches- Groves ISD will not be responsible for monitoring inappropriate sites visited while connected to a personal service provider).*

Inappropriate Use

The following uses of the Port Neches-Groves ISD Network are considered unacceptable:

- Students shall not use any device that permits recording the voice or image of another to take, disseminate, transfer, or share audio, images, video, or photographs that reveal private parts of the body that are ordinarily covered by clothing.
- Students shall not use any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is done without the prior consent of the individuals being recorded.
- Students shall not use any device to cheat on assignments or tests.
- Students shall not use district resources for commercial activities or for commercial gain.
- Students shall not use district resources for any illegal purpose, including threatening school safety.
- Students shall not alter computers, digital signage displays, networks or printers.
- Students shall not tamper with or remove equipment from the site without written permission from a teacher or administrator.
- Students shall not attempt 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 or install harmful computer executables files or viruses.
- Students shall not encrypt communications to avoid security review.
- Students shall not pretend to be someone else when posting, transmitting, or receiving messages is prohibited.
- Students shall not attempt to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Students shall not send, post, or possess materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment and "sexting."
- Students shall not violate others' intellectual property rights to include downloading or using copyrighted information without permission from the copyright holder.
- Students shall not waste school resources through improper use of district resources.
- Students shall not transmit any material in violation of any US or state regulation. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
- Students shall not install software, viruses, or games on any district computer or system connected to the district's system.
- Students shall not bypass or disable PNGISD security measures and Internet filter through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.
- Students shall not attempt to write, produce, generate, copy, propagate or introduce any computer code designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software.
- Students shall not knowingly or recklessly post false or defamatory information about a person or an organization.
- Students shall not use technology resources to disseminate material or information related to commercial activities or for commercial gain.

Personal Safety—Students

- Students will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone, cell phone number, school address, work address. The student must notify his/her parent(s)/guardian(s) and campus administrator immediately if any individual is trying to contact him or her for illicit or suspicious activities.
- Students will promptly disclose to the teacher or other appropriate school employee any message received that is inappropriate or that makes them feel uncomfortable.

Inappropriate Access to Material

- If a student mistakenly accesses inappropriate information or a site with information that does not have an educational or research purpose, he or she is to exit from the site immediately and inform the instructor.
- Parents should instruct their children if there is material that they think would be inappropriate for *their* children to access. The district fully expects that all students will follow parents' instructions in this matter.

Artificial Intelligence

The purpose of this policy is to ensure that the use of Artificial Intelligence (AI) platforms at PNGISD are conducted in a lawful, ethical, and responsible manner.

Rules for Acceptable Artificial Intelligence Use

- Do not use AI platforms to generate content that infringes upon the intellectual property rights of others.
- Respect the terms of use and licenses associated with any content used in AI processes.
- Use AI platforms to promote positive outcomes and avoid generating harmful, offensive, or discriminatory content.
- Students should not copy from any source, including generative AI, without prior approval and adequate documentation.
- All users are expected to employ AI tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.
- Students should not submit AI-generated work as their original work.
- AI use will align with regulations protecting student data privacy, safety, and accessibility.

Prohibited Artificial Intelligence Use

- Students shall not use AI tools to create deepfakes, manipulate media, or impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited.
- Students shall not engage in any form of illegal, fraudulent, or unauthorized activities using AI services.
- Students shall not use AI platforms to create content that is defamatory, abusive, threatening, or obscene.

- Students shall refrain from using AI platforms for malicious activities, misinformation, or any actions that could negatively impact individuals or groups.

Consequences for Inappropriate Use

Noncompliance or inappropriate use may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violation of law may result in criminal prosecution as well as disciplinary action by the District. As noted in the Student Code of Conduct (SCC), students are prohibited from using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting). As noted in the SCC, certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity.

Reporting Violations

Students should immediately report any known violation of the District's applicable policies, District policy, or Acceptable Use Guidelines to an adult or a campus administrator. Students should immediately report requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to an adult or a campus administrator.