



Acceptable Use of Technology Policy 2025-2026

District Acceptable Use of the Electronic Communications System

You are being given access to the District's computer network. The network connects resources on the campus and provides instructional resources at the classroom and district level. The District's computer systems and networks are defined as any combination of hardware, operating systems software, application software, stored text, and data files. Examples include 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. The district reserves the right to monitor all resource activity.

The District's technology resources are to be used for learning, teaching, and administrative purposes consistent with the District's mission and goals. The District will make copies of the acceptable use policy available to all stakeholders (students, parents, faculty members, administration, and the community). Access to these systems is a privilege, not a right.

With this educational opportunity come responsibility. It is important that you read the information here and sign the required signature form. The full version of the District electronic communications policy (CQ) is available at the Superintendent's office.

Ask questions if you need help in understanding any of these documents. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Internet Safety / Filtering

As required by the Children's Internet Protection Act (CIPA), the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal CIPA guidelines. The following measures are in place to protect students' Internet use:

1. Students' access to inappropriate materials is controlled through the Internet filter
2. Students are not allowed to reveal personal address or phone number information when using the Internet or other electronic communication systems.
3. Chat and Instant Messaging using the District system is prohibited.

Although the district will use these preventative practices, stakeholders 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, and that these systems lie outside the administrative control of the District.

Access Availability

Access to the District's electronic communications system, including the Internet, is made variable 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 to 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.

Public Access

Access to the District's Electronic Communications System is not made available to the general public.

Copyright

All users are responsible for adhering to existing copyright laws and District Policy pertaining to software, resources, reference materials, video, sound, and graphics. For displayed works you are expected to cite the source of your information. Questions concerning copyright can be referred to the district administrative staff or campus teachers for clarification or assistance.

Email

Students are issued a school email for instructional purposes. Students who are 13 years or younger must have parent permission for a google email account.

Electronic Publishing

Any electronic publication or web site that represents the District or any organizational unit of the District must meet all guidelines and requirements in accordance with district policy.

Forgery

Forgery or attempted forger of electronic data is prohibited. Attempts to read, delete, copy, or modify the electronic data (including email messages) of others is prohibited. Using another individual's account or materials for the purpose of copying academic work is a punishable disciplinary offense.

Rules for Appropriate Usage

Once logged into the system, students will be accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be traced to the student logged in. Students will be held accountable for their computer whether they or another student initiates the activity and should not let other students access their computer. Students must properly log off the system before leaving their computer.

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

INAPPROPRIATE USES

Sweet Home ISD declares the following unethical and unacceptable behavior as just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Uses the system for any illegal purpose.
- Uses someone else's account.
- Posts personal information about themselves or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Any use of the network for commercial and/or for-profit purposes.
- Extensive use of the network for personal and private business.

- Participating in and/or visiting CHAT rooms and instant/private messaging is prohibited.
- Accessing unauthorized email accounts (such as Hotmail) is prohibited.
- Malicious use of the network to develop programs that harass others users or infiltrate a computer or computing system and/or damage the software of the system.
- Attempting to gain access to blocked content by trying to circumvent the district filtering and/or network security.

USAGE OF PERSONAL ELECTRONIC DEVICES

Students are restricted in their usage of student-owned personal electronic devices on District property and at District-sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet, and handheld computing devices, whether wired or wireless, USB devices such as “pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives.

Students may not acquire, through wired or wireless connection, District-provided network or internet access from any student-owned computing device whether desktop, portable, tablet or handheld, without the prior permission of their instructor and the Technology Department.

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Consequences for Unacceptable Use

The unacceptable uses listed above are not all-inclusive, but only representative of possible scenarios. A user who commits an act of misconduct that is not specifically listed may also be subject to disciplinary action. Violation so this policy, including but not limited to improper use of copyrighted material, should be reported to the campus technology facilitator or a campus administrator. In addition, if a student is receiving Special Education services, applicable State and Federal guidelines will be followed.

Consequences include

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Remedies and Resources

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in District Policy.

Disclaimer

The District system is provided on an "as is, as available" basis. The District does not make any warranties, whether express 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.

The District shall not be liable for users' inappropriate use of electronic communications resources, violation of copyright restrictions or other laws, users' mistakes or negligence, or 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.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals 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.