TOLAR ISD STUDENT TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use District technology resources, including the Internet. Prior to such authorization, the student and his/her parent or guardian must sign and return the District Responsible Use Policy acknowledging their responsibilities and the consequences for inappropriate use. Students and parents are warned that unauthorized or inappropriate use of District technology resources may result in loss of privileges, disciplinary action, and/or criminal charges. Additional information is available in Board Policy CQ (Local) and CQ (Legal).

The Tolar Independent School District provides technology resources, including the Internet, to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the schools in TISD by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and staff. Access to the District's technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Users are cautioned that some material found may include offensive, sexually explicit, and inappropriate material. To be in compliance with the Children's Internet Protection Act protective measures are in place to filter or block access to inappropriate materials. It is difficult to avoid at least some contact with this material while using the Internet. Tolar ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Every student is expected to follow all guidelines stated below, as well as those given verbally by the staff, and to demonstrate good digital citizenship and ethical behavior at all times. Violation of this policy will result in revocation of the privilege to use school computers and other electronic equipment, and in disciplinary action in accordance with the Student Code of Conduct. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Tolar ISD utilizes G Suite for Education. G Suite for Education is a set of educational productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Student use of TISD technology resources is governed by the following:

Permitted Use of Technology Resources -Technology resources are the property of Tolar ISD and the primary intent is for educational purposes. Users are provided access to technology resources to assist them in the performance of their studies. TISD expects legal, ethical and

efficient use of the network/Internet. Students accessing the Internet with personal devices such as cell phones should follow and abide by the same guidelines as set forth for district resources.

Privilege – Use of TISD technology resources is a privilege, not a right. If a violation of the Responsible Use Policy occurs the user account will be disabled and disciplinary action will be taken in accordance with the Student Code of Conduct or criminal prosecution, if necessary. If this affects coursework, alternate assignments must be given.

Commercial Use – Use of commercial, income-generating or "for profit" activities, product advertisement, or political lobbying of any nature is prohibited. Sending unsolicited junk mail or chain letters is prohibited.

Violation of Law – Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law using a TISD technology resource may result in litigation against the offender by the proper authorities. If such an event should occur, TISD will fully comply with the authorities to provide any information necessary for the litigation process, subject to the Family Educational Rights and Privacy Act.

Internet Safety – Steps shall be taken to promote safety and security of users of the Tolar Independent School District computer network when using available technologies. In addition to meeting CIPA guidelines on the prevention of access to inappropriate content and activities, TISD is committed to educating its students in proper, safe, and ethical use of digital resources to produce responsible digital citizens. TISD will educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as outlined in TISD's Internet Safety Policy.

Monitoring of computer and Internet usage – Students should have no expectation of privacy in anything they create, store, send, or receive using TISD's technology resources. TISD has the right to monitor and log any and all aspects of its technology resources including, but not limited to, monitoring Internet sites visited by all users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users. It shall be the responsibility of all members of the Tolar Independent School District staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Students 13 or younger – For students under the age of 13 the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for education software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal. Tools used in TISD include Google Suite for Education and other curriculum based web tools.

Student Email Accounts - All Tolar ISD students have an email account associated with their TISD Google account. Email for students under 13 is restricted to the Tolar ISD domain (tolarschools.org).

Communication – Teachers and other school officials may communicate with parents and students in a variety of methods including email, school calling systems, Ascender Parent Portal, one-way text messaging services, and other available options.

User Responsibility – Users are responsible for their actions when using District technology resources.

Online Learning - Students are responsible for following all guidelines established by the campus and teacher when participating in online learning. Students are responsible for completing assignments on time and attending class as scheduled. Students are responsible for notifying their campus/teacher if he/she does not have internet access.

STUDENT UNDERSTANDING:

- I understand that using TISD technology resources is a privilege that can be revoked at any time.
- I understand that all responsibilities apply when using TISD resources anywhere.
- I understand that online classroom behavior guidelines must be followed.
- I understand that it is my responsibility to report inappropriate behavior, content, and damage to a TISD device immediately. If I am on campus, to the teacher.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any of Tolar ISD's technology resources, including Cloud-based storage. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify a teacher immediately if by accident I encounter materials which violate appropriate use.
- I understand that posting and transmitting pictures of others without permission from all individuals depicted, or from parents of individuals depicted if under the age of 18, is inappropriate.
- I understand that my school network, email accounts and Cloud-based storage are owned by the District and are not private. Tolar ISD has the right to access my information at any time.
- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
- I understand that all student use of the Internet is to be vigilantly supervised. TISD monitors all activity on TISD devices, whether at home or at school.
- I understand that TISD will create/maintain a G Suite for Education account for my child.
- I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.
- I will use email and other means of communications (i.e., blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory, threatening, or derogatory remarks about others, or engage in bullying, harassment, or other prohibited behaviors either at school or at home.
- I understand that I represent the school district in all online activities. I understand what I do on any social networking websites should not reflect negatively on my fellow

students, staff, teachers, or on the District. I understand that I will be held responsible for how I represent myself and my school, department, or District on the Internet.

- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
- I will refrain from attempting to bypass, or circumvent, security settings or Internet filters.
- I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- I will follow all guidelines set forth by the District when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I agree to abide by all policies and guidelines outlined by Tolar ISD, whether I am using school devices on the TISD network or personal devices connected to either personal wireless service or the TISD guest network.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this Responsible Use statement.
- I understand that violating TISD policy can result in account revocation, suspension, disciplinary action, and criminal charges.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

Your signature on the parent receipt form or on the student AGR card acknowledges that you have read the Responsible Use Policy and agree that you and/or your child will abide by the policy.

The Board of Tolar Independent School District adopted this technology acceptable use policy at a public meeting following normal public notice