Technology Acceptable Use Policy

Lockhart ISD

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Lockhart Independent School District
Technology Acceptable Use Policy

Purpose

The Lockhart Independent School District (hereafter referred to as Lockhart ISD) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of district operations. It also recognizes that safeguards must be established to ensure the protection of our students and staff. Safeguards also protect the district's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The Technology Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

Governances

The provision of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. Lockhart ISD has the duty to investigate any suspected violations of this policy.

Technology Resources

Technology resources are defined as any electronic tool, device, program, or system that aids the educational and work environment and enables the employees and students to be more efficient in a technological world. Technology includes:

- all computer hardware and software
- PDAs, cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g. data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access
- administrative systems, media systems, and learning information systems including online applications
- related and forthcoming systems and new technologies

Personally owned devices are included in the Technology Acceptable Use Policy when on school property or connected to the school infrastructure. Lockhart ISD is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum Lockhart ISD requirements including approved virus protection software. Items must also be approved by the technology department or the campus administrator.

Lockhart Independent School District
Staff Technology Acceptable Use Policy

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

- The Lockhart ISD electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Lockhart ISD electronic network has not been established as a public access service or a public forum. Lockhart ISD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- It is presumed that staff will honor this agreement. The district is not responsible for the actions of staff that violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Staff will indemnify the district for any damage that is caused by staffs' inappropriate use of the network.
- Staff is expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Lockhart ISD electronic network.

General Unacceptable Behavior

While utilizing any portion of the Lockhart ISD electronic network, unacceptable behaviors include, but are not limited to, the following:

- Staff will not post information that, if acted upon, could cause damage or disruption of technology.
- Staff will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Staff will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a staff member is told by a person to stop sending messages, they must stop.
- Staff will not knowingly or recklessly post false or defamatory information about a person or organization.
- Staff will not use criminal speech. This includes but is not limited to threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Staff will not use speech that is inappropriate in an educational setting or violates district rules.
- Staff will not abuse network resources such as sending chain letters or spamming.
- Staff will not display, access or send offensive messages or pictures.
- Staff will not use the Lockhart ISD electronic network for commercial purposes. Staff will not offer, provide, or purchase products or services through this network for commercial purposes.
- Staff will not use the Lockhart ISD electronic network for political lobbying.
- Staff will not attempt to access unauthorized district systems, such as student information systems or business systems.
- Staff will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Staff will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

- Staff will not send chain letters.
- Staff will not send copies of documents in violation of copyright laws.
- Staff will not forward e-mail messages without a legitimate Lockhart ISD business purpose and/or forward messages under circumstances likely to lead to the embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination.
- Staff will not send messages that have restricted access due to federal, state, or Lockhart ISD regulations.
- Staff will not send or solicit messages that are obscene or harassing, or that are sent to promote a religious, political or other personal position not associated with duties as an employee of the Lockhart ISD.
- Staff will not use district e-mail for personal financial gain.
- Staff use of electronic communication should reflect professional standards and adhere to Lockhart ISD codes of conduct and policies.
- District email is not private. The District requires that all employees comply with the State of Texas public records law and the state retention schedule for public records, including electronic mail.

World Wide Web

- Online textbooks and curriculum sites are used daily in classrooms for instructional purposes.
- Elementary School Level–Access to information for students on the web will generally be prescreened. Staff must assist individual students when a student conducts a search.
- Middle and High School Level–Access to information for students on the web will generally be actively monitored by staff in a manner prescribed by their school.
- Staff at all levels will actively monitor students on the Internet.
- Staff understands that either they or the Technology Mentor will conduct annual Internet Safety training. It is the responsibility of the faculty\staff member to make sure that this has been done.

Real-time, Interactive Communication Areas (Blogs, Wikis, Social Networking, etc.)

- Inappropriate communication during or outside of school time is a clear violation of this policy. If a staff member were to get an inappropriate communication, the communication should be ended immediately and reported to their supervisor immediately. Inappropriate use of technology from outside the school district may result in disciplinary action if there is a connection back to school and either of the following occurs:

  a. The employee's actions violate a legitimate school policy or law.
  b. The school can show a substantial disruption or legitimate safety concern.

- Staff may use real-time, interactive communication, but only to support educational activities.

School Web Sites

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.
- Materials placed on web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

- Material (graphics, text, sound, etc.) that is the ownership of someone other than the staff member may not be used on Web sites unless formal permission has been obtained.
- All web pages should have a link back to the home page of the classroom, school or district, as appropriate.

System Security

- Staff is responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should staff provide their password to another person.
- Staff must immediately notify a Technology Instructional Mentor or a school administrator if they have identified a possible security problem.
- Staff will not attempt to gain unauthorized access to any portion of the Lockhart ISD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Staff will not attempt to access web sites blocked by district policy, including the use of proxy services, software, or web sites.
- Staff will not use sniffing or remote access technology to monitor the network or other user's activity.
- Staff are prohibited from creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks.

Software and Files

- Software is available to staff and students to be used as an educational resource. No staff or student may install, upload or download software without permission from a technology staff member.
- If a staff member intentionally misuses software on any district-owned equipment, disciplinary measures may be taken.
- Files stored on the network are treated in the same manner as other school storage areas, such as desks and file cabinets. Routine maintenance and monitoring of the Lockhart ISD electronic network may lead to discovery that a staff member has violated this policy or the law. Staff members should not expect that files stored on district servers are private.
- USB storage devices can only be used for file storage and shall not be used to launch software unless authorized by a technology staff member.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Staff members are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of a technology staff member.
- Lockhart ISD has the right to regulate hardware/software technologies that are on its network or used within the school and workplace environment. This includes personally owned devices and/or media used on Lockhart ISD property or with Lockhart ISD technological infrastructure.
- School issued technology equipment is the property of Lockhart ISD and may only be used in the support of educational goals of the district.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Staff will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
- Copyright laws will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

Videoconferencing is a way that students and staff can communicate with other teachers, school, students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.

- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience with others.
- Staff and students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by staff and students apply during all videoconference sessions.

Staff Rights

- The Lockhart ISD electronic network is considered a limited forum for valid educational purposes.
- An individual search will be conducted if there is reasonable suspicion that a staff member has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a staff member has violated the district acceptable use regulation and policy, the staff will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or staff will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the staff member in exhibiting professional behavior. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other district rules, it will be handled in a manner described in the district rules and policies.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when disciplinary and/or legal action or actions by the authorities are the appropriate course of action.

Lockhart Independent School District
Student Technology Acceptable Use Policy

Lockhart ISD is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Lockhart ISD electronic network.

- The Lockhart ISD electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Lockhart ISD electronic network has not been established as a public access service or a public forum. Lockhart ISD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Permission for students to access the Internet is deemed to be granted unless a parent or guardian gives a written letter to the campus principal denying said access.
- Access is a privilege—not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. Failure to turn in a signed user agreement does not excuse the student from consequences if rules are broken as Internet rules are reviewed yearly and a statement is on the yearly Emergency/Enrollment form. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Lockhart ISD electronic network.

General Unacceptable Behavior

While utilizing any portion of the Lockhart ISD electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or of disruption technology.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech. This includes but is not limited to threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or spamming.
- Students will not display, access or send offensive messages or pictures.

- Students will not use the Lockhart ISD electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Lockhart ISD electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use of any wired or wireless network (including third party Internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district.
- Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- No student computer access authorized with a substitute teacher. Campus administrators may approve special circumstances.

E-Mail

- E-mail for students in the elementary and middle school grades will only be provided through a teacher or classroom e-mail account.
- High school students may be provided with e-mail accounts with the approval of the building level administrator for specific educational projects or activities.
- Students will not establish or access web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

World Wide Web

- Online textbooks and curriculum sites are used daily in classrooms for instructional purposes.
- Elementary School Level–Access to information for students on the web will generally be prescreened. Staff must assist individual students when a student conducts a search.
- Middle and High School Level–Access to information for students on the web will generally be actively monitored in a manner prescribed by their school.
- Students understand that Internet Safety rules are posted on campus and that Internet Safety is reviewed annually.

Real-time, Interactive Communication Areas (Blogs, Wikis, Social Networking, etc.)

- Students may use real-time, interactive communication, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

School Web Sites

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.

- Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on web sites unless formal permission has been obtained.
- All student web pages should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Lockhart ISD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access web sites blocked by district policy, including the use of proxy services, software, or web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.
- Students are prohibited from creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from a technology staff member.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Lockhart ISD electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.
- USB storage devices can only be used for file storage and shall not be used to launch software.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of a technology staff member.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Lockhart ISD electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic

network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Lockhart Independent School District
User Agreements

Student User Agreement

Student Name _____

Grade _____ School _____

I have read the Lockhart ISD Student Technology Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature _____

Date _____

Parent or Guardian Agreement

I have read the Lockhart ISD Student Technology Acceptable Use Policy Rules and Procedures document and I understand that signing this form states that I understand the rules; however, if I wish to deny access to the Internet or to have pictures, etc. posted then a written letter must be given to the campus principal.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

Parent/Guardian Name:_____

Parent/Guardian Signature:_____

Date: _____

Staff User Agreement

I have read the Lockhart ISD Technology Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules disciplinary measures may be taken.

Staff Name:_____

Staff Signature:_____

Campus:_____

Date: _____

This form should be signed yearly and returned to the campus Technology Instructional Mentor. If your campus does not have such a position then return the form to the campus principal.