

## Responsible Use Policy

Friendswood Independent School District provides a variety of electronic resources for educational purposes. District electronic resources are defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available. This also includes any access to Friendswood ISD electronic resources while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information networks, including Web 2.0 resources (Blogs, Wikis, Podcasts, etc.), and is part of the district's electronic resources. Web 2.0 applications offer a variety of 21<sup>st</sup> Century communication, collaboration, and educational creativity opportunities. In a 21<sup>st</sup> Century school system, technologies, the Internet, and Web 2.0 tools are essential.

In accordance with the Children's Internet Protection Act, Friendswood Independent School District educates staff and students regarding appropriate online behavior to insure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. **It is each student's responsibility to follow the guidelines for appropriate and responsible use.**

### SOME GUIDELINES FOR RESPONSIBLE USE

- Students must only open, view, modify, and delete their own computer files.
- Internet use at school must be directly related to school assignments and projects.
- Students may be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Students must immediately report threatening messages or discomfoting Internet files/sites to a teacher.
- Students must at all times use the district's electronic resources, including email, wireless network access, and Web 2.0 tools/resources to communicate only in ways that are kind and respectful.
- Students are responsible at all times for their use of the district's electronic resources and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.
- **SOME EXAMPLES OF INAPPROPRIATE USE**
- Using any electronic resource for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing usernames and passwords with others; and/or borrowing someone else's username, password, or account access.

- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others that is inappropriate or too revealing.
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting media or accessing materials that are abusive, obscene, sexually oriented, threatening, racist, harassing, illegal or damaging to another's reputation.
- Electronically lobbying for political purposes.
- Wasting or abusing school resources through unauthorized system use (e.g., playing online games, downloading software or music, watching video broadcast, participating in chat rooms, etc.).
- Gaining unauthorized access to restricted information or network resources.
- Purposefully utilizing the district's electronic resources in any way that disrupts the use of any computers or networks by others.

## **EMAIL**

1. Friendswood ISD staff may arrange for electronic communications, and electronic storage accounts for students on a limited basis for instructional purposes only. As the district provides these accounts, they are considered to be district accounts not personal accounts, and therefore governed by applicable district policies. All communications and data accessible from these accounts are not considered to be private and shall be monitored by district staff.
2. Messages and data in violation of this or other district policies may be archived and/or deleted without notification.
3. All users of any electronic mail either provided by the District or transmitted through the District's technology resources are required to comply with this Responsible Use Policy.
4. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

## **SPECIAL NOTE: CYBERBULLYING**

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Facebook, Instagram or Twitter)
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.

- > Acquiring and/or sharing media, sometimes manipulating it to embarrass the target.

## CONSEQUENCES FOR INAPPROPRIATE USE

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district's electronic resources.
- Revocation of the district's electronic account(s); and/or
- Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against user.
- Possible criminal action.

### **Friendswood Independent School District Policy for Responsible Use of Computers and Networks Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Friendswood Independent School District Policy for Responsible Use of Computers and Networks. I understand that to gain access to the Friendswood ISD electronic resources, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy for Responsible Use of Computers and Networks is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_

### **Friendswood Independent School District Policy for Responsible Use of Computers and Networks Parent or Legal Guardian's Agreement**

I have read, understand, and agree with the Friendswood Independent School District Policy for Responsible Use of Computers and Networks. I understand that by signing this form I give permission for Friendswood ISD to grant access to district electronic resources, including the Internet. I understand that this access is designed for educational purposes. I understand that Friendswood ISD has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **DISTRICT ELECTRONIC PERSONAL MOBILE DEVICE POLICY**

An **electronic personal mobile** device is any personally owned device that is used to communicate, access, create or share media via the internet or an individual's personal data plan. It is our goal that students and teachers collaborate in rich, engaging learning experiences using technology.

### **FHS & FJH**

Students attending FHS & FJH will be allowed to bring an electronic personal mobile device to school and log on to the student wireless network, only. Devices may be used in the classroom upon teacher approval.

### **Elementary and Intermediate Campuses**

Students may bring their own electronic personal mobile device to their classroom when the teacher deems them appropriate for educational purposes. These devices will not be allowed to access Internet content through the district's wireless network while at school.

### **ALL PERSONAL DEVICES SHOULD BE CLEARLY LABELED WITH STUDENT'S FULL NAME.**

**Students are responsible for personal property brought to school and should keep personal items with self or in a locked space.** Devices should be charged prior to bringing to school. Devices brought by students are not eligible for technical support and must adhere to these

responsible use guidelines while on school grounds. The school is not responsible for students who bring their own Internet connectivity via air-cards or data-plan on a mobile device.

In the event the technology is used inappropriately, normal disciplinary consequences may occur.

### **Disclaimers**

1. Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, and intrusion by computer virus, or service interruption
2. Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
3. Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
4. Friendswood ISD is not liable for an individual's inappropriate use of district's electronic resources or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic resources.
5. Friendswood ISD is not liable for any individual's personal device lost, stolen or damaged while at school or on school property.
6. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic resources.

Students bringing electronic devices will be required to follow the Responsible Use Policy and the Bring Your Own Device Policy/Procedures located in the FISD Administrative Policy section of this manual. Included in the Responsible Use Policy are examples of appropriate and inappropriate use of cellular phones. A school telephone is available for students to use during regular school hours. Any violation of this policy during school hours will result in the following discipline:

#### First Offense:

- Electronic device confiscated and returned to parent.

#### Second Offense:

- Electronic device confiscated and returned to parent after 3 school days.

#### Third Offense:

- Electronic device confiscated and returned to parent after 5 school days.

#### Fourth Offense and All Subsequent Offenses:

- Subject to above and additional disciplinary action as determined by the designated administrator.
- Unclaimed electronic devices will be disposed of at the end of the school year.
- The District is not responsible for missing or lost equipment.

Students will be disciplined for insubordination if, upon confiscation of the electronic device, the student refuses to give the device to school personnel or the student attempts to remove the SIM card, the battery, or erase data before handing over the electronic device. School personnel may review data on a confiscated electronic device if a student is involved in an administrative investigation and the administrator has a reasonable suspicion that a search of the electronic device data will turn up evidence that the student has violated the law or school Code of Student Conduct. Failure to provide an access code, any of the components, or anything else needed to view the necessary data will be considered insubordination.