

## APPENDIX B

### LISD Technology Resource Acceptable Use Guidelines

The role of Technology in LISD is to facilitate and enhance the learning environment, communications and District management.

#### Consent Requirements

The District reserves the right to post original work created by any District student on a web page under the district's control. Original work will not be posted if the student's parent or guardian has notified the District in writing requesting that their work not be displayed.

Student directory information may be posted on District websites unless the District has received written notification from the student's parent or guardian that such information be withheld. This includes student pictures posted on campus or District websites. (See CQ Web Page Development and Policies at FL)

#### Security

Users are responsible for the use and protection of their computer accounts (Electronic Identity).

The individual in whose name a system account is issued will be responsible at all times for its proper use.

- System users may not use another person's system account.
- System users must not share passwords and must change passwords in accordance with District directives.
- All computers will be configured to require user re-authentication after a specified period of inactivity.
- LISD network systems will require users to comply with password character and change frequency requirements. Student password requirements vary by grade level.

#### Password Policies

LISD network systems will require users to comply with password character and change frequency requirements. Requirements include network passwords of a minimum of eight (8) non-repeating characters that must be changed every 120 days for all staff. Student password requirements vary by grade level.

#### Vandalism Prohibited

Any attempt to harm or destroy District equipment, data, or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of LISD Technology Resource Acceptable Use Guidelines and may constitute criminal activity under applicable state and federal laws. In such cases, the district will file charges.

Vandalism, as defined above may result in the cancellation of system use privileges and restitution for costs associated with system restoration, as well as other appropriate consequences. (See Policies DH, FN series, FO series, and the Student Code of Conduct.)

#### Forgery Prohibited

Unauthorized attempts to read, delete, copy or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail, is prohibited.

#### Web Publishing Standards

- All work must be free of any spelling or grammatical errors.
- Documents may not contain any objectionable material. This includes religious, racial, sexual, violent or profane material.
- No unlawful copies of copyrighted material may be produced or transmitted.
- There will be no personal reference made about staff or students (i.e., home phone numbers, addresses, names of other family members, etc.)
- Published e-mail addresses will be restricted to those of staff members.
- No advertisements or endorsements of any kind will be allowed or linked to other than District approved fundraisers or sponsors.
- All publishing of information must be located on District owned or District approved sites.

## **Termination/Revocation of System User Account**

The District may suspend or revoke a system user's access to the district's system upon violation of District policy and/or guidelines. Termination of student's access will be effective on the date the principal or District Information Technology staff member receives notice of student withdrawal or of revocation of system privileges or on a future date if so specified in the notice.

## **Availability of Access**

### **Access by Authorized Employees**

Access to the District's electronic communications system, including the internet, shall be made available to authorized employees for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the user:

- Does not impose tangible cost on the District.
- Does not unduly burden the District's technology resources; **and**
- Has no adverse effect on any employee's job performance or on any student's academic performance.

### **Access by Students**

Access to the District's technology resources, including the internet, shall be made available to students exclusively for instructional purposes and in accordance with administrative regulations. No personal use of the system shall be permitted.

### **Access by Members of the Public**

Access to the District's technology resources, including the internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the user:

- Does not impose tangible cost on the District; and
- Does not unduly burden the District's technology resources.

## **Acceptable Use**

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. (See DH, FN series, FO series, and the Student Code of Conduct.) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

End-user systems are an integral part of the overall technology infrastructure and must be carefully managed to maintain effective operation of critical technology applications and to protect the integrity of the Leander ISD network. End-user systems include desktops, workstations, laptops, software and associated accessories. The District is committed to observance of all laws and regulations applicable to our business, including those governing the licensing and use of software by anyone working for the district or in a District facility.

## **Internet Safety**

LISD will promote a safe learning environment by:

- Controlling student access to inappropriate materials as well as materials that are harmful to minors through the use of a tiered filtering system.
- Monitoring student safety and security when using electronic communications while utilizing District resources.
- Prohibiting unauthorized access, including hacking and other unlawful attempts at circumventing network security.
- Restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
- Educating students and staff about cyberbullying awareness and appropriate online behavior.

## **Prohibited Activities (including off school property if the conduct causes a substantial disruption to the educational environment) includes:**

- Making unauthorized copies of software, or using software in violation of the license agreement.
- Installing software or application on District-owned devices.
- Using the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

- Transmitting or accessing of any material in violation of any U.S. or state regulations, including, but not limited to, obscene or threatening material, copyrighted material, or material protected by trade secret.
- Incurring or attempting to incur any financial liability while utilizing a District-owned device. This includes, but is not limited to, accessing any fee-based services.
- Redistributing copyrighted programs or data except with the written **permission of the copyright** holder or designee, and the Information Technology Services Department. Such permission must be specified in the document or must be obtained, in writing, directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, (EFE Legal, Local, Exhibit) and administrative regulations. Copies of any such authorizations must be provided to the office of the Executive Director of Technology.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting", either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Purposefully accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting District resources. Storage of personal, redundant, or out-of-date materials wastes valuable and expensive resources. Users are to periodically review their files and delete unnecessary information.
- Attempting to access or circumvent passwords or other security related information of the District, students, or employees.
- Uploading or creating computer viruses.
- Using e-mail or Web sites to encourage illegal behavior or threaten school safety.
- Using the Internet or other electronic communications to threaten District students, employees or volunteers.
- Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to sending out e-mails, crating accounts or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- Attempting to circumvent Internet content filtering is prohibited. Disabling the filter for student use is prohibited as per federal law. (Child Internet Protection Act CIPA)

Leander ISD reserves the right to examine all data stored in all District computer systems or District issued Google Apps for Education Accounts to make sure that all users are in compliance with these regulations.

Leander ISD also reserves the right to use electronic means to restrict access to questionable material and to track and monitor system use, including electronic mail, Internet, and files.

## **Intellectual Property Rights**

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the rights to any product created for its use by an employee even when the author is no longer an employee of the District.

## Google Apps for Education

Leander ISD will create accounts for all students to allow for collaborative sharing using Google Apps for Education. These tools are housed on the Internet and can be accessed from any Internet-connected device. No special software is required.

Google Apps for Education is a set of online tools for communication, collaboration, time- management, and document storage. Provided by Google to the District at no cost, these tools include:

- Gmail: a full functioning e-mail program. Beginning with the 2012-13 school year, the District will be providing email accounts for students enrolled in grades 3-12. Students in grades 3 through 8 will be restricted to sending and receiving email to/from internal or approved addresses only.
- Calendar: a customizable calendar and to-do list
- GoogleDocs: a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing.
- GoogleSites: a website application allowing the gathering of a variety of information in one place - including videos, calendars, presentations, attachments, and text - and easily shared for viewing or editing with a small group, an entire organization.
- As Google continues to add new tools, the District will evaluate each for its educational potential. The District may add additional tools within Google Apps for Education throughout the school year.

The District's primary reasons for supplying these tools to students are;

- To promote the technology TEKS and give students practice and guidance in using current technology applications and tools for productivity.
- To increase communication and collaboration among students and teachers.
- To facilitate "paperless" transfer of work between students and teachers.
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience.
- To provide adequate long-term storage space for student work.

**Official Email Address:** Students will be assigned a Leander ISD student email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in Leander ISD. The naming convention will be first name.last name followed by the last two digits of their student ID, ending with @k12.leanderisd.org. Upon graduation from high school, the students email will migrate to @alum.leandersid.org for future use.

**Conduct:** Students are responsible for appropriate behavior just as they are in a school building. It is inappropriate and possibly illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All rules governing acceptable use of District technology resources by students contained in this document apply to the use of Leander ISD Google Apps for Education regardless of whether they are accessed at school or home.

**Access Restriction:** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Leander ISD. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

**Security:** Leander ISD cannot and does not guarantee that the security and confidentiality of Google's system will never be breached, nor that, as a result, personal identifiable information will never be obtained or accessed by unauthorized persons. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

**Privacy:** The District reserves the right to access, monitor and review content in the Google Apps for Education system at any time. The District complies with all state and federal privacy laws.

**Consent:** By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Acceptable Use Guidelines, parents are giving consent for their student to use their District-created Google Apps for Education account (including email)

**COPPA (Children's Online Privacy Protection Act)**

Under the provisions of COPPA all commercial websites must get prior consent before children under the age of 13 are permitted to share any personal information about themselves, or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, e-mail, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. Although school sites are exempt and may provide these interactive forums for students, we cannot allow students under the age of 13 to visit outside sites without parental consent. Both students in this age group and their teachers will be educated as to the provisions of the law and our Acceptable Use Guidelines.

Students under the age of 13 may not visit any websites that collect personal information unless it is for curricular reasons and is under the direction or supervision of a staff member of Leander Independent School District. By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Acceptable Use Guidelines, you, as the parent/guardian of a child under the age of 13, are granting Leander ISD permission to create a Google account for your child.

**Use of Personally Owned Technology Devices**

Student use of personally owned devices on LISD property or at a District sponsored event is at the sole discretion of their teacher and/or campus administration.

Leander ISD offers wireless internet access for personally owned devices in our buildings. The Leander ISD Guest Wireless Network operates alongside the primary LISD wireless network used for District owned devices, **and allows students and community members, or staff members with a personally owned device, to gain access to the Internet with any Wi-Fi device (such as but not limited to laptop, iPods/iPads, smartphones, tablets, eReaders).** This Internet access will be provided with the most protective level of Internet filtering currently deployed for LISD student access. The LISD Guest Wireless Network does not allow access to any LISD resources that are not available from the Internet.

LISD also offers separate wireless access specifically for student and staff personal devices (BYOD wireless access). Students and staff who wish to connect their wireless devices to this portion of the district's wireless network will be required to login to the wireless network on their personal devices with their district-provided network credentials. This BYOD wireless access does not allow access to any LISD resources that are not available from the Internet. Upon login to the BYOD network, students and staff will receive Internet filtering appropriate for their credentials.

Both LISD Guest access and BYOD access are provided on an as-is, as-available basis for use by Leander ISD staff members, students and guests. Because the primary purpose of the LISD network is to provide connectivity for District-owned devices, LISD reserves the right to restrict access, bandwidth and content as it deems necessary on the Guest and BYOD Wireless Networks. Configuring personal devices to connect to the LISD Guest Wireless Network is the sole responsibility of the user. LISD does not provide technical support and assistance for personally owned devices.

Each time a personally owned electronic device is used on LISD property or at a District sponsored event, the user agrees to the terms listed below:

- User will abide by all provisions outlined in the Acceptable Use Guidelines.
- Leander ISD will not be held liable for any damage that may occur as a result of connecting to the LISD Guest or BYOD Wireless Networks.
- Leander ISD will not be held responsible for any physical damage, loss or theft of the personally owned device.
- The LISD Guest Wireless Network will provide filtered Internet access and related web-based services only.
- Leander ISD reserves the right to inspect, at any time, any personally owned device, and the network communications going to and from it, while connected to the LISD Guest Network. Such monitoring may be conducted remotely, and without prior notification to the device owner. Any other inspection of any personally owned device is subject to the requirements set forth in the Student Code of Conduct.
- Personally owned devices will only be connected to the network via the LISD Guest or BYOD Wireless access connection. Any attempt to make an unauthorized connection to another LISD wireless network, plug a personally

owned device into the LISD physical network (Ethernet), or circumvent any LISD Internet filtering may result in a loss of those individuals' privileges to bring a personally owned device to LISD facilities, as well as other potential disciplinary actions.

- Leander ISD will not be obligated to supply electrical power access for these devices nor will the District be responsible for damage caused by using the District's power supply.
- Use of personally owned devices on LISD property or at District sponsored events is governed by the District/campus administration.
- Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.
- Persons connecting computers to the LISD Guest or BYOD Wireless Networks agree to maintain current malware prevention software enabled on their computers.
- Persons accessing LISD email or any confidential LISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all District required system security procedures as well as applicable **Family Educational Rights and Privacy Act (FERPA)** and **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 (P.L.104-191) [HIPAA] standards. If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all LISD e-mail or other confidential information, the user must contact the LISD Information Technology Help Desk immediately. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, engaging in illegal activity are strictly prohibited.
- Employees connecting to the LISD network with any personally owned devices agree to adhere to all of the provisions of the Personal Use of Electronic Media (Policy DH).
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Leander ISD for any damage that their student may cause arising out of and relating to the use of the LISD Guest Wireless Network with his/her personally owned device.

### **Prohibited Student Activities with Personally-owned Devices**

- No photos, videos, texting or phone calls during class unless deemed appropriate by the teacher for instructional purposes.
- No use of personally-owned devices will be permitted during tests unless authorized by the teacher.
- Personally-owned devices should not be shared without parental permission.
- No non-educational games allowed during instructional time.
- No use of social media (e.g. Facebook, Twitter, etc.) for non-instructional purposes during the school day.
- No charging of personally-owned devices at school. Devices that run on batteries must be charged at home, before school.

## **Disclaimer**

The District's system of technology resources 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.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

Access to the Internet is provided on an as is basis. The Leander ISD, its Board of Trustees, agents and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the Internet, Time Warner or the LISD network, or any information or software accessed or received by the user.

Leander ISD will not be responsible to or liable to the user for any claims, losses, or damages the user may suffer as a result of these Terms and Conditions or access to the Internet, including without limitation any losses, claims, or damages arising from Leander ISD's negligence or the applicant's own errors or omissions.

All users of the system agree that this limitation releases Leander ISD from any claims; damages or losses suffered arising from the use of this system. Use of any information obtained over this network is at the applicant's own risk.

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.

Students who are authorized to use end-user systems are required to abide by the provisions of the District's Technology Resource Acceptable Use Guidelines and any administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

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

These acceptable use guidelines may be updated or revised as needed throughout the year.

Leander ISD has the right to collect and examine any device suspected of attack/virus infection.