

# Robert Lee ISD Responsible Use Policy

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Responsible Use Policy (RUP) supports our vision of technology use and upholds in our users a strong sense of digital citizenship. This policy applies to all Robert Lee ISD Independent School District (RLISD) computer networks (including the resources made available by them), and all devices connected to those networks.

## Responsible Use and Digital Citizenship

**Respect Yourself:** I will select online names that are appropriate, and I will be polite and use appropriate language/content in all online posts.

**Protect Yourself:** I will not publish personal details, contact details or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credentials. I understand that I am responsible for maintaining and backing up all of my own data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.

**Respect Others:** I will not use technologies to bully or tease other people. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.

**Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.

**Respect Intellectual Property:** I will suitably cite any and all use of websites, books, media, etc. I will respect all copyrights.

**Protect Intellectual Property:** I will request to use the software and media that others produce.

## General Policies

- The purpose of a RLISD user account is to access the RLISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.
- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
- RLISD user accounts are owned by the RLISD; consequently they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by RLISD staff at anytime without prior notice and without the permission of any user. The RLISD reserves the right to monitor all accounts in order to maintain system integrity

# Robert Lee ISD Responsible Use Policy

and to ensure responsible use.

- **Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through the RLISD computer network.** These are subject to review by RLISD at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.
- A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by RLISD. RLISD is not responsible for the content accessed by users who connect via their own 3G type service (cell phones, air-cards, etc.).
- **Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

## Government Laws

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

Criminal Acts – These include, but are not limited to:

- unauthorized tampering
- cyberstalking
- vandalism
- harassing email
- child pornography
- cyberbullying

Libel Laws - You may not publicly defame people through published material.

Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

# Robert Lee ISD Responsible Use Policy

## Google Apps and Other Third Party Accounts

In accordance with our district mission, goals and our vision for technology our students may require accounts in third party systems. Many of these accounts will be used at school for school related projects but may also be accessed outside of school with their parents' permission. The use of these accounts will help our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards.

## Cyberbullying

RLISD will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### Consequences

- I understand and will abide by this Responsible Use Policy. If I break this agreement, the consequences could include suspension of your accounts and network access. In addition you could face disciplinary/legal action including but not limited to: criminal prosecution and/or penalty under appropriate state and federal laws.
- The following actions are not permitted and could result in the consequences outlined above:
- Users may not attempt to disable or bypass the RLISD content filter.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not use their accounts for non-school related activities including but not limited to:
  - Using the Internet for financial gain, personal advertising, promotion, non-government
  - related fundraising, or public relations
  - Political activity: lobbying for personal political purposes, or activities such as solicitation
  - for religious purposes
  - Users may not send, save, view, forward, or create harassing or offensive content/messages.
- Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology.
- The Technology Director and the campus principal will deem what is considered to be inappropriate use of the RLISD computer network. They may suspend an account or network access at any time. In addition, the administration, faculty, and staff of RLISD may request that a user's account be suspended or denied at any time. If a signed copy of this document is not returned to your school by September 1st of each school year it will be assumed that you agree to the provisions outlined within it.

# Robert Lee ISD Responsible Use Policy

## *MASTER SIGNATURE SHEET*

(Must be completed and returned to your child's campus office)

Student's Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Wk Ph: \_\_\_\_\_

### ELECTRONIC COMMUNICATIONS RELEASE

I give permission for my child to participate in the district's electronic communication system (Internet).

I **do not give** permission for my child to participate in the district's electronic communication system (Internet).

---

### PUBLICATIONS, VIDEO, INTERACTIVE TV and INTERNET CONSENT

Mark a response **ONLY IF** you are ***denying*** permission)

**NO**, I do not want my child's name, picture, artwork, voice, or picture (video or still) to appear in any school publicity or publication (**including school yearbook**), school videos, or website.

**NO**, I do not want my child's name, picture, artwork, voice, or picture (video or still) to appear in any school publicity or publication, school videos, or website **but including any of these in the school yearbook is permitted.**

---

### RELEASE FORM for DISTANCE LEARNING CLASSROOM

I grant Robert Lee ISD permission to make broadcasts, videotapes, photographs, and/or sound recordings, separately or in combination, of my child and grant permission to use these broadcasts, videotapes, photographs, and/or sound recording for educational purposes on any delivery system distributing Robert Lee ISD programming.

*I have read and I understand the distance learning student contract and agree to abide by the rules.*

\_\_\_\_\_  
Student Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required if student is under 18)

\_\_\_\_\_  
Date