

**Technology  
Resources Acceptable  
Use and Internet  
Safety Policy**

# HISD Technology Resources Acceptable Use and Internet Safety Policy

Hitchcock ISD provides users access to technology resources, including, but not limited to: computers, networks, YouTube, Web 2.0 applications and other Internet services for **educational purposes only**.

A user (actor) when utilized within this document is defined as:

- Hitchcock ISD Employee or Board Member
- Hitchcock ISD Students
- Student Teacher
- Temporary Worker (Substitute Teachers, Consultants, etc.)
- Any third party vendor that uses technology resources in Hitchcock ISD

## Terms and Conditions:

While electronic information resources offer tremendous educational opportunities, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. The district wants all users to be aware of conduct considered acceptable and unacceptable. Access to Hitchcock ISD's technology resources will be governed as follows:

- With the approval of the immediate supervisor, District users will be granted access to HISD's technology resources.
- Any system user identified as a security risk or having violated District and/or campus technology use guidelines may be denied access to any HISD technology resource.
- At the beginning of each school year, all users are responsible for reading and accepting the Acceptable Use Policy.
- All users must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional guidelines that address software, authorship, and copying information.
- All policies apply to both district technology resources and personal devices.

## Instruction:

Each year instruction will be provided to all students regarding appropriate online behavior, including cyber bullying awareness and response, as well as interacting appropriately with other individuals on the Internet. All users will be provided copies of the District's acceptable use guidelines.

It shall be the responsibility of all members of the Hitchcock ISD staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

## Monitoring of all District Provided Systems:

- All District technology resources may be monitored whether the use is directly related to school or personal business.
- Monitoring will take place upon the request from the HISD Superintendent or designee.
- The information gathered from the monitoring procedures may be used to provide information regarding appropriate or inappropriate use of the District computer systems and/or required by an authorized legal authority.
- There is no guarantee of privacy, even for "personal" messages.

## Internet/Intranet Guidelines, Safety/Filtering, & Social Networks:

Users with access to the Internet through HISD's Network (wired or wireless) will be filtered and blocked from visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by CIPA and as determined by the Superintendent or designee. However, because of the efficiency and ease of creating websites and the increased knowledge and awareness of available methods to bypass Internet filtering systems, it is extremely difficult to completely block every site with objectionable material. The HISD Technology Department, in conjunction with district administrators, campuses, and teachers, continually update the filtering system in an effort to block, to the greatest degree possible, objectionable websites and questionable material.

- Access to HISD's technology resources will be through a District authorized account and for **educational purposes only**.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

- Users shall not use, share their own nor attempt to access another user's name, log-on, password, or files for any reason (except authorized Technology staff members).
- Users shall not use personal devices or HISD computers/networks for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit).
- Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- Users shall not use any social media learning environments (including but not limited to Facebook, blogs, discussion forums, RSS feeds, wikis, and message boards) unless they are within a District-approved, safe, secure, curriculum-supported learning activity.
- Users shall not use any non-school sponsored chat rooms or instant messaging services.
- Users shall not attempt to circumvent the content filtering system through unauthorized means (e.g. proxies, hacking, etc.).
- Streaming media; such as YouTube, Internet Radio, and other online media are for **educational purposes only** and any attempt to circumvent the Content Filter is prohibited.

A user who gains access to objectionable or inaccurate material is expected to discontinue the access as quickly as possible and to report the incident to the appropriate supervisor (teacher, administrator, or district personnel). The site address will be added to filtering software, so that it can be removed from accessibility.

## Personal Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for **educational purposes only** while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for educational use. When students are not using the devices for approved educational purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

- Students who use personally owned web-enabled devices for educational purposes will have access to a Public wireless network, but will not have access to any district drives such as network folders. Network drives can only be accessed via district equipment. At no time shall a personal device be connected to the HISD wired network.
- HISD is not liable for any loss or damage incurred, nor will it load any software onto student owned devices.
- HISD is not responsible for, nor will HISD reimburse employees or students for any data and/or SMS/MMS (texting) charges.
- All devices should have proper antivirus software and should be clearly marked with the student's name for identification purposes.
- The user is responsible for the content contained on the device regardless of how it originated. Students are responsible for the security of any equipment brought with them to school.

All the conditions and requirements of the HISD Acceptable Use Policy are applicable to the use of personal devices. Improper use could result in the loss of privileges for such devices.

## Acceptable Use

The District's technology resources must be used for **educational purposes only** and be consistent with the mission and goals of the Hitchcock Independent School District.

- The network resources should be used mainly for educational purposes, but some limited personal use is permitted.
- Limited personal use of the network shall be permitted if the use:
  - a. Imposes no tangible cost on the District
  - b. Does not burden the District's computer or network resources
  - c. Has no effects on an employee's job or on a student's academic performance
- You will be held responsible at all times for the proper use of your account. The district may suspend or revoke your access if you access if you violate the rules.

## Unacceptable Use

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is strictly prohibited. Use for product advertisement or political lobbying is also prohibited.

1. Any malicious attempt to harm or destroy Hitchcock ISD technology resources, data of another user of the Hitchcock ISD system, or any of the agencies or other networks that are connected to the

- Internet is prohibited.
2. A deliberate attempt to hinder or disrupt the system performance may be viewed as a violation of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
  3. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software without permission from the holder of the copyright and from the Director of Instructional Technology. Only designated personnel may install software to any HISD technology resource.
  4. Users shall not copy, change or transfer any software or documentation provided by HISD, teachers, or a student without permission from the Director of Technology Services.
  5. Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the Technology Department staff.
  6. Users shall not connect any personal devices to the HISD wired network. No personal networking equipment, such as Access Points, are permitted on the HISD network.
  7. Users shall not move technology equipment (hardware or software) to any other location without written permission from the Director of Technology Services.
  8. Users shall not access websites of non-instructional nature, including, but not limited to game sites (downloading or playing), websites containing objectionable material or images, and anonymous proxy sites.
  9. Messages sent by users may not contain abusive or threatening language, support cyber bullying, must not be sent under a false identity and/or contain expressions of bigotry, hate, profanity, obscene comments, or inappropriate materials.

## **Email Conditions of Use**

Email is a communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although email, by its nature, is less formal than other written communication, the same laws apply. Therefore, it is important to note that users and/or the District may be held legally liable for:

- sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- unlawfully forwarding confidential information;
- unlawfully forwarding or copy messages without permission; and/or
- sending an attachment that contains a virus.

If any user disregards the rules set out in HISD's Acceptable Use Policy, the user will be fully liable and Hitchcock ISD will disassociate itself from the user as far as legally possible.

## **Unacceptable Use of Email Services**

District electronic mail services may not be used to:

- perpetuate chain email letters or their equivalents. This includes letters that require the recipient to forward an email to a specified number of addresses in order to achieve some monetary, philosophical, political, superstitious, or other goal. Emails that are part of a multilevel marketing or pyramid-selling scheme, sometimes known as "Ponzi schemes," are illegal in many places and are specifically forbidden under these standards;
- send district-wide communication without proper authorization from the Superintendent, Assistant Superintendent, or Director of Technology Services;
- transmit commercial software. This includes sending any copyrighted materials belonging to parties outside of the district itself;
- create and/or send "spam." Spam is defined as any unsolicited electronic communication that is sent to any number of recipients who did not specifically request or express an interest in the material advertised in the communication. Unsolicited commercial Email or "Spam" is not permitted by state law;
- send or encourage "letter bombs." Letter bombs are extremely large or numerous email messages that are intended to annoy, interfere, or deny email use by one or more recipients;
- practice an activity designed to deny the availability of electronic communications resources. Also called "denial of service attacks," these activities deny or limit services through mail bombing, malicious executables such as viruses, threatening a virus, or opening a large number of mail connections to a mail host or SMTP relay without authorization or permission.,
- conduct unlawful activities. This includes any commercial purposes not under the auspices of the District;
- conduct any communication or include any links intended for personal financial gain;

- forward any email received in district to be automatically forwarded to an external destination;
- send or receive email attachments larger than 10 MB;
- conduct any communication that violates other District policies or guidelines;
- send abusive or threatening language;
- support cyber bullying;
- be sent anonymously or under a false identity; or
- contain expressions of bigotry or hate, profanity, obscene comments, or inappropriate materials.

## **Consequences of AUP Violation**

Violation(s) as defined above will result in:

- suspension of access to the technology resources;
- revocation of the computer system account;
- restitution for costs associated with system restoration hardware or software; or
- other disciplinary or legal action in accordance with the District policies and applicable laws.

The Hitchcock ISD system is provided on an "as is, as available" basis. Hitchcock ISD 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, or any information provided, or any software contained on the computer system; the system will meet the 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.

Hitchcock ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Hitchcock ISD electronic communication system.

### **Disclaimer of Liability:**

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