

Little Elm Independent School District's Responsible Use Policy

The Little Elm Independent School System strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. LEISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. Your signature and your child's will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with the LEISD Student Code of Conduct for additional information for violation as a user of this service. Your child will be expected to abide by the following generally accepted rules of network etiquette.

DIGITAL CITIZENSHIP

1. PERSONAL SAFETY

- I will not post personal contact information about myself or other people for public view. Personal contact information includes my address or telephone number. (safety violation)
- I will not agree to meet with someone I have met online without my parent's approval. (safety violation)
- I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate or makes me feel uncomfortable. (safety violation)
- I will not engage in cyber-bullying including personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks. Any acts of this kind should be reported to responsible school personnel. (safety violation)
- In order to promote good digital citizenship, I will follow the rules of netiquette and conduct myself in a responsible, ethical and polite manner. (safety violation)

2. ILLEGAL ACTIVITY

- I will not attempt to gain unauthorized access to Little Elm ISD's district network, server or any computer system that goes beyond my authorized access. This includes attempting to log in through another person's files. These actions are illegal, even if only for the purposes of "browsing". (theft)
- I 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. (vandalism)
- I will not use Little Elm ISD's district network or equipment to engage in any other illegal activity such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (drug and safety violation)
- I will not read, move, rename, edit, or in any way alter the files that have been created or organized by others. (vandalism)
- I will not alter hardware or software setups on any district owned computer or server. (vandalism)

3. SECURITY

- I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. Under no conditions will I provide my password to another person.(safety violation)
- I will immediately notify a teacher, administrator, or technology if I have identified a possible security problem. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (safety violation, theft)

4. INAPPROPRIATE LANGUAGE

- Restrictions against inappropriate language applies to public messages, private messages, and material created for assignments or to be posted on web pages. (Derogatory statements, disruption of education)
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (derogatory statement, sexual harassment)
- I will not engage in personal attacks, including prejudicial or discriminatory attacks. (derogatory statements, disruption of education)
- I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (disrespecting others' rights, disruption of education)
- I will not knowingly or recklessly post false or defamatory information about a person or organization. (derogatory statements, disruption of education)

5. RESPECT FOR PRIVACY

- I will not re-post a message that was sent to me privately without permission of the person who sent me the message. (disrespecting other's rights)
- I will not post private information about another person. (disrespecting other's rights)

6. RESPECTING RESOURCE PERMITS

- I will use the technology at my school only for educational and career development activities. (disruption of education)
- I will not download large files that could interrupt district bandwidth unless absolutely necessary. (disruption of education)
- I will not post or email chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. (disruption of education)

7. PLAGIARISM AND COPYRIGHT INFRINGEMENT

- I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. (theft)
- I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher, campus media specialist or instructional technology facilitator to answer my questions. (theft)
- I will follow copyright laws and should only download/import music or other files to district owned technology that he/she is authorized or legally permitted to purchase or reproduce, or for which he/she has the copyright.

8. INAPPROPRIATE ACCESS TO MATERIAL

In accordance with the Children's Internet Protection Act (CIPA) the district has an Internet appliance that blocks access to pictures that are obscene, pornography, or harmful to minors. Individuals will abide by the following policies:

- I will not use any district equipment to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (disruption of education, safety violation)
- If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator. This will protect me against a claim that I have intentionally violated this policy. (failing to comply with directives)
- If I do access inappropriate information either at school or at home, I will immediately notify my parent, teacher or administrator to ensure filters are working properly and/or to protect me against a claim that I intentionally violated this policy. (failing to comply with directives)

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012. The amended Rule became effective on July 1, 2013.

- The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Rule was designed to protect children under age 13 while accounting for the dynamic nature of the Internet. The Rule applies to operators of commercial websites and online services (including mobile apps) directed to children under 13 that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13. The Rule also applies to websites or online services that have actual knowledge that they are collecting personal information directly from users of another website or online service directed to children.
- COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context.
- LEISD teachers and staff take every safety precaution in using websites with all aged children, but procedures are in place for use and approval of apps and software.

9. CARE AND USE

I will keep my laptop secure and damage free. I will follow these general guidelines:

- Do not loan the laptop, charger and/or any cords
- Do not forcefully close the laptop when shutting it down or putting it to sleep.
- Do not leave the laptop in a location exposed to extreme temperatures or water.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not stack objects on top of the laptop.
- Do not leave the laptop in a location where it could be damaged: on the floor, near table or desk edges, in the presence of small children or pets, in luggage where it could be crushed.

10. PERSONAL RESPONSIBILITY

- I understand that I am responsible for the district's technology hardware that I use. My use of the technology available to me at school can be a mirror that will show what kind of person I am. This may result in damages not covered by warranties, in which case I will be liable for repair costs if insurance is not available or not purchased.
- I will not connect any personal technology devices such as workstations, wireless access points and routers, printers, etc. to district owned network. Connection of personal devices such as iPods, smartphones, tablets, and printers are permitted but are not supported by LEISD technical staff or LEISD administration in case of theft or loss. Home Internet use is the responsibility of the student both in cost and configuration.
- I will back up data and other important files regularly. LEISD will at times maintain the laptops by imaging. All files not backed up to LEISD cloud storage or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.

11. SEARCH AND SEIZURE

- I should expect only limited privacy in the contents of my personal files on any school computers or LEISD file storage device. For students, this situation is similar to the rights you have in the privacy of a locker.
- Routine maintenance and monitoring of LEISD technology equipment and/or services, may lead to discovery that I have violated this network guideline, the district's Student Code of Conduct, or the law.
- An individual search will be conducted if there is reasonable suspicion that I have violated the network guidelines, the district's code of conduct, or the law. The investigation will be reasonable and related to the suspected violation.
- Parents have the right at any time to see the contents of my files.

12. DUE PROCESS

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through any LEISD technology equipment.
- In the event there is a claim that I have violated the RUP or the district's Student Code of Conduct in my use of LEISD technology equipment, I will be provided with notice and opportunity to be heard in the manner set forth by the district.
- Additional restrictions may be placed on the use of my account.

13. LIMITATION OF LIABILITY

- The district makes no guarantee that the functions or the services provided by or through the district's system will be error-free or without defect. The district will not be responsible for any damage I may suffer 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 stores on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.