Liberty Hill ISD 2016-2017
STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

> ### *LHISD Mission Statement*
>
> *The Mission of the Liberty Hill Independent School District is to develop successful, contributing, responsible citizens.*

Digital Citizenship Code

Digital Citizens in Liberty Hill ISD are given access to a wide variety of digital resources. To ensure the safe, legal, and responsible use of these resources, we must adhere to the following Digital Citizenship Code.

Respect Yourself

- I will show respect for myself through my actions.
- I will select online names that are appropriate.
- I will consider the information and images I post online.
- I will not post personal information about my life, experiences, experimentation, or relationships.
- I will not be obscene.

Protect Yourself

- I will ensure that the information I post online will not put me at risk.
- I will not publish my personal details, contact details or a schedule of my activities.
- I will report any attacks or inappropriate behavior directed at me.
- I will protect passwords, accounts and resources.

Respect Others

- I will show respect to others.
- I will not use electronic mediums to flame, bully, harass, or stalk other people.
- I will show respect for other people in my choice of web sites.
- I will not visit sites that are degrading, pornographic, racist, or inappropriate.
- I will not abuse my rights of access and I will not enter other people's private spaces or areas.

Protect Others

- I will report abuse
- I will not forward inappropriate materials or communications
- I will not visit sites that are degrading, pornographic, racist, or inappropriate.

Respect & Protect Intellectual Property

- I will request to use the software and media others produce.
- I will use free and open source alternatives rather than pirating software.
- I will purchase, license, and register all software.
- I will purchase my music and other media, and refrain from distributing these in a manner that violates their licenses.
- I will act with integrity.

Digital Citizenship Guidelines

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws. The District cooperates fully with local, state, or federal officials with any investigation relating to violations of computer crime laws. Some examples of appropriate usage include but are not limited to the following.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing, and/or illegal is a direct violation of this agreement.

Blogging/Podcasting

Use of blogs, podcasts, or other Web 2.0 tools is considered an extension of the classroom. Whether in school or at home, any speech or content that would be considered inappropriate in the classroom is also considered inappropriate for online media. Comments and postings made to school related Web 2.0 tools should follow the online etiquette guidelines and will be monitored by LHISD. Never link to web resources in an online post without reading all content to ensure it is appropriate for a school setting.

Classroom Expectations

Failure to follow teacher direction in regards to the use of devices, tools, or resources is a violation of this agreement.

District File Storage

All files stored on district provided information systems are the property of LHISD and must adhere to copyright and licensing regulations. The saving, copying, or distribution of any file without appropriate copyright and/or licensing is in direct violation of this agreement.

Malicious Use & Vandalism

Any attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, access or circumvent passwords or other security-related information of the district, students, or employees, or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment is a direct violation of this agreement.

Online Etiquette

Follow the guidelines of acceptable behaviors set forth in the student handbook. Use appropriate language and graphics online as use of swearing, vulgarities, or suggestive, obscene, belligerent, harassing, threatening, or abusive language is not acceptable. This includes use of the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, and sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sex-ting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.

Password Protection

Usernames and passwords are provided to individuals for a number of systems in LHISD and are confidential. Never share your password or steal/use another person's password. If you suspect that someone has your password, you should change it immediately and notify a teacher or administrator who can then notify the Technology Department. When setting passwords, keep in mind that weak passwords can easily be guessed or hacked, so it is recommended that passwords consist of a combination of upper and lower case letters, numbers, and symbols.

Personal Safety

Do not share, send, or post any personal information such as home address, personal phone numbers, student ID, or other personal identification information about yourself or others.

Photos & Video

Students are not to take photos or video of staff or students without staff permission. All student use of cameras should be limited to class or club activity.

Plagiarism/Copyright/Licensing

Plagiarism is the acting of passing someone else's work or ideas as your own. Students are required to give proper credit to all internet sources used in academic assignments whether quotes, paraphrased, or summarized. This includes graphics, video, audio, and text. In addition, all students must adhere to the copyright laws of the United States and the Congressional Guidelines for software, authorship, and copying information. All students should also adhere to Creative Commons licensing, where applicable.

Privacy

Data stored, transmitted, or received using Liberty Hill ISD systems is not private. Liberty Hill ISD has the right to monitor, inspect, copy, review, filter, block, limit and store at any time and without prior notice any and all usage of the computer network and internet access including transmitted and received information. Staff and students have no expectation of privacy regarding any digital information. In addition, Federal Law requires that all email sent and received be stored for a period of at least seven years.

Proxies & VPN

The use of anonymous proxies and VPNs to get around content filtering or access otherwise unacceptable content is strictly prohibited and is a direct violation of this agreement.

Software & Games

Copying, saving, installing, or running software on any district technology system without the express permission of the Technology Department is a direct violation of this agreement. This includes applications and games that require installation as well as those that can be run without installation.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the technology coordinator without discussing it with others.
- You must report any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to a supervising teacher or the technology coordinator without discussing it with others.

If you have any questions regarding this agreement, please contact your campus administration.