Coldspring-Oakhurst Consolidated ISD
Acceptable and Responsible Use Policy for Technology Resources

Responsible Use
The District's technology resources are to be used for learning, teaching and administrative purposes consistent with the District's mission and goals. Access to district technology resources is a privilege and not a right. You are required to be aware of, understand, and comply with all policies governing the use of technology resources.

Definition of District Technology Resources
The District's technology resources are defined as any combination of hardware, software, and stored electronic information. Examples also include electronic mail, databases, externally accessed resources (such as web sites and applications made available via the Internet for district use), physical storage media, digital media (including images, video and audio), digitized information, communications technologies, and new technologies as they become available.

Access Availability
Access to the District's electronic communications system, including the Internet, is made available primarily for instructional and administrative purposes and in accordance with administrative policies. Limited personal use of the system shall be permitted if the use;
1. imposes no tangible cost to the district;
2. does not unduly burden the district's computer or network resources; and
3. has no adverse effect on the employee's job performance or on a student's academic performance.

Public Access
Access to the District's electronic communications system, including the Internet, is made available to members of the public, in accordance with administrative policies. Such use may be permitted so long as the use:
1. imposes no measurable cost to the district;
2. does not unduly burden the district's computer or network resources; and
3. has no adverse effect on use of the system by employees or students.

Monitored Use
The District reserves the right to monitor all technology resource activity. Electronic mail transmissions and other uses of the electronic communication system are considered a matter of public record and should not be considered private. Designated district staff shall be authorized to monitor such communication at any time to ensure appropriate use.

Network
Improper or illegal use is prohibited. This includes, but is not limited to, the following:
- Using racist, profane, or obscene language or objectionable materials
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages
- Using the network to access inappropriate material
- Knowingly placing harmful software on a computer or on the network
- Using the network to provide addresses or other personal information that others may use inappropriately or without permission
- Accessing of information resources, files and documents of another user without their permission

District Technology Equipment

All district technology equipment is to be kept in good working order at all times, and should be handled with respect and care. Equipment issued to you should not be left unattended, and should be kept in your possession. When not in use, issued equipment should be properly secured to prevent theft. Care should be taken when transporting equipment; equipment should be properly stored in a case or protective bag. Laptop screens should be closed to prevent accidental damage. No food or beverages should be in the vicinity of technology equipment. Inappropriate treatment of technology equipment is unacceptable.

Personal Computing Equipment

Connecting a personal computing device to the COCISD wired or secured wireless networks is prohibited. Personal computing devices should only be connected to the GuestNet wireless guest network. Personal computing devices includes, but is not limited to, personal laptops, tablets, smart phones, or other devices that support wired or wireless network connectivity.

WebCams and Digital Recording Devices

Digital recording devices (featuring, audio, video, or both recording capabilities) may only be used in an educational context and with teacher approval.

Security

Each user is assigned an individual account for accessing district technology resources. You may not share your account with anyone or leave the account open or unattended. Attempting to log on or logging on to a computer, E-Mail or other application or system by using another's account and password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable. Users are expected to change passwords regularly to maintain security and confidentiality.

Users are responsible for saving all documents to either their district-issued Google Drive account or a designated data storage server. Technology support staff will attempt to recover lost or damaged documents only if they have been saved to the appropriate location.

Internet Filtering & Internet Safety

As required by the Children's Internet Protection Act (CIPA) the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal CIPA guidelines.

Although the district will use preventative practices, stakeholders should be aware that use of the system may provide access to other electronic communications systems via the Internet or other connected networks that may contain inaccurate and/or objectionable material, and that these systems lie outside the administrative control of the district.

The following Internet Safety guidelines should also be observed:

1. Never assume that someone you encounter online is who he or she says they are.
2. Never arrange a face-to-face meeting with someone you encounter online.

3. Never respond to messages or communications that you feel are threatening, obscene, or make you uncomfortable.
4. If you come into contact with one of the above situations, please notify a campus administrator or a member of the technology support team.

Copyright

All users are responsible for adhering to existing copyright laws and District Policy pertaining to reference materials, video, sound and graphics. For displayed works you are expected to cite the source of your information. Questions concerning copyright can be referred to the campus or district administrative staff, or campus librarians, for clarification or assistance.

E-Mail

Coldspring-Oakhurst Consolidated ISD provides e-mail access for all faculty members, and students in Grades 3-12. The district E-Mail system is used to communicate both internally in the district and with outside agencies. E-Mail communications are a matter of public record and should not be considered private.

All users are expected to adhere to the following district policies regarding e-mail communications:

1. E-Mail should not be used for private or commercial offerings of products or services for sale or to solicit products or services.
2. E-Mail should not be used for political or religious purposes.
3. Forgery, or attempted forgery, of electronic mail is prohibited.
4. E-Mail messages that cause network congestion or interfere with the delivery of mail to others are not acceptable. E-Mail from mailing lists (also known as "list serves") must not affect the system's performance.
5. E-Mail messages and conference postings will not contain improper language, swearing, vulgarity, ethnic or racial slurs or any other inflammatory language or content. Conference postings will follow these District guidelines or be removed.
6. Do not reveal personal information about yourself or others.
7. Do not send chain letters, or forward messages to large groups of users.
8. You are expected to be polite and professional.
9. You are responsible for material sent by and delivered to your e-mail account.

For security purposes, students in Grades 3-8 are prevented from being able to exchange e-mail with the Internet, and are only able to exchange e-mail with other students on their designated campus as well as district staff.

Electronic Publishing

Any electronic publication or web site that represents the District or any organizational unit of the District must meet all guidelines and requirements in accordance with district policy.

Forgery

Forgery or attempted forgery of electronic data is prohibited. Attempts to read, delete, copy, or modify the electronic data (including E-Mail messages) of others are prohibited. Using another individual's account or materials for the purpose of copying academic work is unacceptable.

Software

Please contact the District Technology Department to install software on District computers. The installation of software or files not owned by the district on District computers is prohibited. Only software approved, licensed and/or purchased by the District should be installed on District computers. Proper licensing documentation must be maintained on file with the District Technology Department.

Vandalism

Any malicious attempt to harm or destroy district equipment or materials, the data and files of another user on the district's system, or any of the agencies or other networks that are connected via the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations 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 or other harmful software. Acts of vandalism will result in the cancellation of system use privileges and will require restitution for the cost associated with system restoration, hardware, or software costs.

Your Rights

Users have the right to express themselves and their points of view, in a respectful manner.

Users have the responsibility to express themselves without violating the rights of others, or interfering with the orderly educational process.

Users have the responsibility to respect the rights of others who have differing viewpoints and express themselves on those issues with which they disagree.

Due Process

In the event there is a claim that you have violated district policy in your use of the system, you will be provided with a written notice of the suspected violation, and an opportunity to present an explanation before an administrator in the manner set forth by district policy *(Student Code of Conduct, Employee Handbook, Administrative Procedures Manual and School Board Policy)*.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. (*Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy*).

Anyone knowingly accessing or bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges and will be subject to disciplinary action in accordance with district policy *(Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy)*.

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.

Disclaimer & Limitation of Liability

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

The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed 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 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.

If you have questions or need further information, please contact your Campus Principal or the Technology Department.

Coldspring-Oakhurst Consolidated ISD
Acceptable and Responsible Use Policy for Technology Resources

This Responsible Use Policy Agreement is For A…

☐ Student   ☐ Faculty Member

Name	
Address	
City, State ZIP	
Home Phone	

Campus / Location				
☐ JSE	☐ CIS	☐ LJH	☐ COHS	☐ Other

I have read the district's Acceptable and Responsible Use Policy for Technology Resources, and by signing below I agree to abide by their provisions. In consideration for the privilege of using the district's technology resources, I hereby release the district, it's operators, and any institutions with which they are affiliated from any and all claims of damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the district's policies and administrative regulations.

This policy remains in effect under a perpetual renewal agreement, unless otherwise amended in writing.

For Students under Age 18…

Student Signature		**Grade**	
Parent Signature *(if under 18)*		**Date**	

For Students over Age 18 and Faculty Members …

Faculty Signature		**Date**	