Shepherd ISD
Technology Acceptable Use Guidelines

Availability of Access

Shepherd Independent School District is pleased to offer a wide array of technology resources that include but are not limited to a computer network for file sharing, storage, printing, electronic email and the Internet. These services are granted to all students and District employees who return the appropriate signature page signed by the employee or parent/guardian of the student. Should a student fail to return the form or is not given parental permission, use of the computers is still available for traditional purposes such as word processing. The proper use of the technologies provided give students and staff of Shepherd ISD the tools needed to integrate technology into classroom instruction, communicate effectively, share resources, collaborate and use 21st Century Skills to achieve technology competency at all levels. The improper, illegal, inappropriate and/or unethical use of these technologies can lead to consequences that are harmful to Shepherd ISD, its students and its employees. The Acceptable Use Guidelines outlined below are intended to educate the students and staff of Shepherd ISD of the proper use of technology in our district thus minimizing the likelihood of such harm. Legal Board policies CQ (Local) for Electronic Communication and Data Management and DH (Local) for Employee Standards of Conduct are the basis for these guidelines and any disputes or questions regarding student or staff Acceptable Use of the districts computer systems will be settled at the discretion of Shepherd ISD personnel.

Expectations

Shepherd ISD expects that all students and staff conduct themselves in a manner that will comply with district guidelines and rules. The Shepherd ISD Student Code of Conduct applies to electronic interaction just as it would face to face interaction. Access to the districts electronic communications systems is a privilege, not a right, and may be revoked if abused. Each student and employee is personally responsible for his/her actions when using district computers.

Inappropriate Use

Inappropriate use is anything that violates the law, violates the guidelines listed in this document, causes damage or loss to any property of Shepherd ISD, poses a security risk to any electronic data or content used by Shepherd ISD, causes a disruption in the normal functionality of this network or anything that interferes with the integrity or security of this or any networks connected to the network. Any violations of these guidelines could lead to the loss of your computer/network/internet privileges at Shepherd ISD. Below are general guidelines to follow to help prevent such loss

1. Do not use a computer to harm another person.

2. Do not damage the computers or network in any way.
3. Do not access, view, delete or copy another student's work that is saved in their network folder.
4. Do not download, upload or install any software, programs or malicious content to the network or computers.
5. Do not interfere with the operation of the network by accessing or viewing inappropriate material.
6. Keep your username and password to yourself. Any reports or documentation of activity citing your username will be treated as such.
7. Do not save non educational material, pictures or music to the server without permission.
8. Do not view, send or display inappropriate or offensive content.
9. Do not use any district electronic communication system in any way that may be considered: (a) Obscene, (b) Offensive, (c) Abusive, (d) Threatening, (e) Harmful to another user, (f) Harassing, (g) Illegal, (h) Pornographic or (i) contrary to district policy.
10. Do not attempt to bypass district content filters to obtain access to inappropriate material.
11. Do not violate copyright laws.
12. Notify a teacher or staff member if you receive or come in contact with any material that you believe violates the rules of acceptable use.
13. No personal laptops or other electronic devices are allowed at school. Shepherd ISD will not assume liability or be held responsible for lost or stolen devices. (Cell phones are allowed, but are not to be visible or used during the school day unless used in a classroom setting as part of an assignment under direct supervision of the classroom teacher.)
14. Threatening, or disrespectful language in emails distributed through District email is prohibited.
15. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.
16. Sending "spam" email or forwarding unsolicited junk mail or chain letters is prohibited.
17. Sending "for sale/rent" items via email is prohibited.
18. Use of any District electronic system for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited.
19. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Email

The use of email at Shepherd ISD is for instructional/educational and administrative use only. The sending of jokes, chain emails, political emails, and spam emails, etc. through school email is prohibited and is considered an inappropriate use of Shepherd ISD equipment/services. All email and other electronic communications by both staff and students of Shepherd ISD are not to be considered confidential and will be archived as digital records for a time period of no less than one year. Email is to be considered a public document and can become part of a legal request through the Public Information Act. When corresponding through any form of electronic communication, always be mindful of the tone, grammar and spelling used. Also, whether intended or not, emails received from your district email account could lead the recipient to think that you are representing the district or school.

Network Behavior

Shepherd ISD students and staff will be given network accounts that will allow access to the District computers, network and any resources allowed by permissions granted. Each user will be held responsible for their actions while accessing available resources. The following are guidelines that will apply to all users:

- Each user will be responsible for the proper use of their account at all times. At no point should a user share his/her account information to give another user access to the network.
- District Employees will be required to maintain a password for their account and should keep that password confidential at all times. In some cases, the user may be required to change their password on a regular schedule.
- District users should not install or alter any programs or software on the network. Any unauthorized installation of software onto network servers, classroom/library computers or any other electronic device is prohibited.
- The network should not be used in a manner that is thought to be illegal, offensive, a security risk or in violation of any other act prohibited by District policy.

Security

Shepherd ISD will make every attempt to keep the network and computers secure from malicious software, viruses, malware and attempted hacks. If a user of District network resources has knowledge of a possible security risk, the user should immediately notify district technology staff or the campus administrator. Any attempt by district users to load malicious software, viruses, malware or hack into unauthorized District resources will be treated as a violation of these guidelines and be subject to loss of privileges or other consequences. Below are guidelines to help maintain security and integrity of the district network and its resources:

- At no point should a student work on computer workstation using a teacher or staff member's login.
- Staff members should not allow students on their classroom workstations unless the user is logged in under his/her name and is closely monitored by the teacher.
- Teachers and students should make every attempt to keep their computer secure when logged in by either locking the workstation or protecting it with a password protected screensaver.
- At no point should a student or unauthorized staff member be allowed to work in any District or campus program that is used for maintaining student/employee records, administrative/budgetary documentation.

Storage

Network storage space will be provided to students who use the district network. The space provided will give students and staff a secure location to save school related work or content for the duration of the school year. District users are expected to use the provided storage space in a way that is compliant with these guidelines. Students should never download or install anything to the network drives or disks unless they have written permission from the Technology Coordinator or designee. Any inappropriate materials such as games, music, inappropriate pictures and files that consume large amounts of storage

space will be deleted at the discretion of Shepherd ISD staff. District users should never access, view, copy or delete any files or folders contained within another user's storages space. In order to enforce these Acceptable Use Guidelines (AUG), all storage space will be monitored by district technology staff.

Internet Filter

Each district computer with Internet access will be filtered by district content filters. The filter will filter Internet traffic for material that may be obscene, pornographic, inappropriate for students or harmful to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Families should be aware that even with our filters in place, some material accessed on the Internet may still contain inappropriate content. While the purpose of the district is to use the Internet and other resources for constructive educational goals, students may find ways to gain access to other materials. Any attempt to gain access to sites not allowed by our Internet content filters will be deemed inappropriate use and could lead to loss of privileges or other consequences. The district shall not be liable for users' inappropriate use of district technology equipment or resources, violations of copyright restrictions or other laws, users' mistakes or negligence and costs incurred by the users.

Internet Safety/Education

In compliance with the Children's Internet Protection Act (CIPA) and as required by Legal Board Policy CQ (Legal), Shepherd ISD will develop and follow an Internet Safety plan that will protect and educate the students and staff of Shepherd ISD. The following procedures and guidelines are in place at Shepherd ISD:

1. Minor access to inappropriate and harmful materials will be controlled and monitored using District content filters.
2. Usage reports will be sent to principals on a daily basis outlining Internet searches and websites visited.
3. Email use by students will be closely monitored by District staff and Gaggle.
4. Students and staff will be educated in only using their login credentials to gain access to District resources. At no time should someone else's login credentials be used.
5. All information and data pertaining to students will be protected and used in a responsible manner as so not to allow unauthorized access, use or dissemination.
6. Shepherd ISD will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites in chat rooms and cyber bullying awareness. The following steps are in place to ensure compliance.
o Shepherd ISD uses Learning.com software for grades K-5 which covers cyber safety and cyber bullying. Technology labs on each campus are responsible for using this software. The district also uses videos and lesson materials from Kidsmartz.org to educate our students about real world situations.
o Shepherd ISD uses grade appropriate videos and lesson plans for grades 6-12 from Kidsmartz.org to educate students about cyber safety, online conduct, and cyber bullying. These lessons are done through activity periods or English classes to ensure that every student is educated in this area.
o Reports are accessible to District staff to show completion.

Social Media / Web 2.0

Overview
Shepherd ISD realizes that the presence and use of 21st Century Skills, Web 2.0 tools and the use of social media is changing the learning environment of today's classrooms. Teachers are now teaching, communicating, collaborating, sharing and engaging students using new methods of learning. These methods include but are not limited to text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (YouTube), editorial comments posted on the Internet, and social network sites (Facebook, MySpace, Twitter, Instagram, SnapChat). Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.   With the understanding that the use of these tools is important and with the expectation of professionalism and student/employee safety, Shepherd ISD has set forth the following guidelines/recommendations for student/employee use of Social Media and Web 2.0 tools:

- Shepherd ISD will host a District Facebook page that will be used as a communication tool between the District and students, staff, parents and the community. No responses to Facebook status updates will be allowed.
- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, equipment or other district resources such as district provided email.
- Any use of an external Web 2.0 tool such as a blog, wiki or website by a staff member should be linked directly from the staff member's District provided web page.
- All electronic communication via district approved tools and media between staff, students and parents should be professional and appropriate.
- Any use of an external Web 2.0 tool should be considered an extension of your classroom or District web page and should only contain content that is professional and appropriate.
- Any blog or wiki used should allow for teacher control over user comments. Examples of such blogs include but are not limited to EduBlog and KidBlog.
- Teachers and students should be mindful of the content they include in a blog or wiki posts and not include personal information about themselves or other students/employees.
- All employees and students should make sure of content and appropriateness of external web pages or Web 2.0 media before they link it to their District web page.

Note: All guidelines listed above are based on Legal Board Policy DH (Local) in the District Employee Handbook. Employees are expected to adhere to the policy in its entirety.

District/Department/School/Organization Websites

Overview
Shepherd ISD has and maintains an official website that will provide individuals with information about the District. Contained within the district website are campus websites, teacher websites, department websites and organization websites. Websites at all levels should follow these

guidelines to ensure that they represent Shepherd ISD in a professional manner:

- All web pages should be checked for spelling, grammar and professionalism.
- All copyright laws for publications shall be followed.
- All pages should be kept up to date.
- All pages linked to your district web page should be checked for content and appropriateness.
- If you maintain an external website, blog or wiki, it should be link to your district provided website.

Schools and administrative departments may publish names, photos, and individual work of students or staff on web pages to recognize achievements and awards if the appropriate permission slips are on file in the office. Please ensure that these permission slips are up to date and for the current school year.

Acceptance of these Guidelines:

<u>Parent Permission Form and Student Agreement</u>

As a parent or guardian of a student attending Shepherd ISD, I have read the above information regarding the appropriate and acceptable use of computers and I understand that this agreement will be kept on file at the school.

> Yes I do give my child permission to utilize the Electronic Data Communication System provided by Shepherd ISD and agree to the policy and guidelines for acceptable use.

No I do not give my child permission to utilize the Electronic Data Communication System provided by Shepherd ISD.

Parent Name (Print) _____

Parent Signature   _____

Date   _____

As a student attending Shepherd ISD, I have read the above information regarding the appropriate and acceptable use of the districts computers and network and I agree to comply with the guidelines and to use the computers and network in constructive manner.

Student Name (Print) _____

Student Signature   _____

Date   _____

This agreement shall remain in effect and on file for the current school year unless privileges are revoked or changed by the parent/guardian or Shepherd ISD.

Staff Agreement to Acceptable Use Guidelines

As an employee of Shepherd ISD, I have read the above information regarding the appropriate and acceptable use of the districts computers and network and I agree to comply with the guidelines and to use the computers and network in a constructive manner.

Employee Name (Print) _____

Employee Signature   _____

Date   _____