

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

See the following for forms related to use of District technology resources:

- Exhibit A: Student Agreement for Acceptable Use of the District's Technology Resources — 7 pages
- Exhibit B: Employee Agreement for Acceptable Use of the District's Technology Resources — 5 pages
- Exhibit C: Board Member Agreement for Acceptable Use of the District's Technology Resources- 4 pages

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

EXHIBIT A

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE  
DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District-provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parents read the applicable District policies, administrative regulations, and agreement form and contact Director of Instructional Technology at 214-780-3070 if you have questions. Inappropriate use of the District's technology resources may result in revocation or suspension 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 following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI]

You are being given access to the following technology resources:

- A District e-mail account for grades 3-12.
- District-approved online educational applications.
- Access to cloud-based (online) document storage and collaboration space (*Google Apps for Education*).
- District computer hardware, software, and printers on your school campus.
- District networks, including document storage space.
- Access to District-owned technology resources for use at home.
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use.

**RULES FOR RESPONSIBLE USE**

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed, and the use does not interfere with school work.

## TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts, but will use a District or classroom account, as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES**

The following are examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.

**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.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable 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.

STUDENT

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions, including the District's guidelines for appropriate online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

**I understand that this user agreement must be renewed each school year.**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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PARENT

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I understand that my child's use of the District's technology resources is not private and that the District will monitor my child's activity.

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. Highland Park ISD utilizes several educational software applications and web-based services that are operated by third parties. In order for our students to use these valuable programs and services, certain personal identifying information, generally the student's name and username and/or email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parental consent given directly to the website operator. These outside parties are under the District's direct control with respect to the use and maintenance of student data. More information regarding COPPA is available on the Federal Trade Commission website at [www.ftc.gov](http://www.ftc.gov).

I understand the District uses online educational applications that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes. A list of online educational applications and a link to their terms of service is available at <http://www.hpsd.org/Departments/Technology.aspx>. This list will be updated twice a year.

- I give permission for my child to access the District's technology resources, including District-approved online educational applications, and certify that the information contained on this form is correct.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

EXHIBIT B

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE  
DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook]

Please contact Director of Instructional Technology at 214-780-3070 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies DH, DIA, and FFH]

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

You are being given access to the following technology resources:

- A District e-mail account.
- Access to cloud-based (online) document storage and collaboration space (*Google Apps for Education*).
- District computing hardware, software, and printers on your school campus.
- District networks, including document storage space.
- Access to District-owned technology resources for use at home.
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

If you are being issued a District-owned technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

**RULES FOR RESPONSIBLE USE**

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing your password or other account information with others.
- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with your assigned duties.
- You must comply with the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and any other applicable law or policy regarding records retention and confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You must remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- Only authorized District staff may communicate with District students through electronic means, including social media, e-mail, and text messaging. If you are unsure whether or not you are authorized to communicate with a student through electronic means, ask your supervisor. [See DH]
- Before use on a District device or for a District purpose, digital subscriptions, online learning resources, online applications, or any other program must be approved by the technology coordinator or principal. District staff should not accept terms and conditions or sign user agreements on behalf of the District without preapproval.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.
- You must immediately report any suspicious behavior or other misuse of technology to your supervisor or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES**

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Wasting school resources through improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;
- Revocation of the account; or



TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

- Other disciplinary or legal action, in accordance with the District's policies 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 the technology coordinator.
- You must report requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

**RETURN OF TECHNOLOGY RESOURCES AND RECORDS**

- Upon leaving employment, or upon request from the Superintendent, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

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I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and 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 policy and administrative regulations.

**I understand that this user agreement must be renewed each school year.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

EXHIBIT C

BOARD MEMBER AGREEMENT FOR ACCEPTABLE USE  
OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies BBI and CQ]

Please contact the Superintendent if you have questions or need help understanding this material.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws.

You are being given access to the following technology resources:

- A District e-mail account.
- A District e-mail account, including access to cloud-based (online) document storage.
- District computer hardware, software, and printers.
- District networks, including document storage space.
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

**RULES FOR RESPONSIBLE USE**

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing the password or other account information with others.
- District technology resources are to be used primarily for official duties, but some limited personal use is permitted.

## TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

- You must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and campaign laws.
- You must maintain confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You must remember that people who receive e-mail from you with a District address might think your message represents the District's point of view.
- Before use on a District device, digital subscriptions, online applications, or any other program requiring the user to accept terms of service or a user agreement must be approved by the Superintendent.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES**

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device. Requests to disable a filtering device should be made to the Superintendent.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment or "sexting."

## TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other legal action, in accordance with 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 the Superintendent.
- You must report to the Superintendent any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

### **RETURN OF TECHNOLOGY RESOURCES AND RECORDS**

- Upon leaving the Board, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

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I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policies [see policies BBI and CQ], associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

claims and 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 policy and administrative regulations.

**I understand that this user agreement must be renewed each school year.**

Signature:

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Home address:

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Date: \_\_\_\_\_ Home/Mobile phone number: \_\_\_\_\_