

TECHNOLOGY ACCEPTABLE USE**CO-R**

This Acceptable Use Policy is required by all staff of Dumas ISD

Introduction

Dumas ISD is excited to offer our staff and students access to modern technologies and mobile devices in conjunction with access to the Internet. Use of the wireless network will provide DISD campuses access to numerous software programs and the Internet for educational purposes. Dumas ISD believes that teaching using 21st Century tools will improve the educational opportunities for our students. We will strive to provide teachers and students with the best and most relevant, web and application based resources in order to facilitate a productive and engaging learning environment. Dumas believes the backbone of our initiative is a strong and robust infrastructure and will make efforts to maintain and upgrade these assets as needed for an optimal experience for both students and teachers, and to facilitate a strong communication medium between staff, students, and parents. This Acceptable Use Policy (AUP) fully outlines the expectations and guidelines when using district technologies or personally owned devices while on campus.

- All resources are intended for educational uses only.
- Activity over the district network WILL be monitored and retained including but not limited to web access, email, and social media postings.
- Access to internet content may be restricted due to state or federal or school regulations. Attempts to bypass this security will result in disciplinary or possibly legal action.
- Students and staff are expected to care for their device.
- You will be held personally responsible for any illegal, malicious, or inappropriate use of district technologies.
- Staff and students are expected to alert IT staff immediately of any concerns regarding misuse of technology.

Technology Covered

Dumas school district will provide internet access for students and staff while on campus. As technologies emerge, the district will consider such technologies as viable options as provisions for staff. This includes but is not limited to Desktop PCs, Laptops, tablets, smart devices, email, blogs and other relevant technologies. The district utilizes filter and monitoring software that records ALL activity involving the device. This includes activities conducted on private networks such as your home or public networks such as coffee shops.

Usage Policies

All technologies are intended for educational use. You are expected to use good judgment while at school and at home when using a district provided technology. If the site or resource you wish to access does not fit into this AUP, you are expected to use your own personal computer or request an exemption from the technology department.

Web Access

Dumas provides on campus internet access that is restricted in compliance with Child Internet Protection Act (CIPA) regulations and conjunction with district regulations and policies. The district will educate all students on appropriate online behavior.

Dumas ISD reserves the right to monitor, retain, and restrict all internet browsing activities and records. Users are expected to respect the web filter as a safety precaution and should not by any means attempt to circumvent it when browsing the web. You should not assume that a website that is not blocked is safe or appropriate. The excuse "it was not blocked" will not be acceptable in regards to your internet activities.

Email

The district provides email accounts to students and staff. Students are not permitted to access ANY email system outside of that which is provided by DISD.

Users should not send personal information; should not contribute to chain letters or "spamming" (spamming is sending unsolicited messages to a large number of people); should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language and should only communicate with other people as allowed by the district policy. Commercial use of a school email address is prohibited.

Email is generally considered to be a private communication medium. While DISD does honor that expectation within reason, users should also know that Dumas Technology and Administrative staff, reserve the right to review all incoming and/ or outgoing emails from any user with a district email address as it deems appropriate in order to enforce adherence to the guidelines set forth in this AUP. Every incoming and outgoing email is both stored and monitored by our system.

Social / Web 2.0 / Collaborative Content

Dumas ISD sees great benefit in the utilization of various social network and collaborative web-based content. However, unless otherwise notified by technology staff, sites accessing such content should be considered a violation of the AUP guidelines. Social media sites will be available for student access upon district discretion. Students will be educated on the dangers of social media and ways to protect themselves while online and interacting with others.

If a medium for social network is allowed by the district, users are expected to communicate in a safe and courteous manner, on and off the school network. Users should be careful not to share ANY personal identifying information online and be mindful to restrict viewing of your profile only to accepted friends.

Please keep in mind that whenever you post something online, it does not go away. You should consider and abstain from posting any inflammatory or defaming content regarding Dumas Independent School District, its staff, students, policies, or members.

Device lending

The district may choose to provide users with a mobile device including but not limited to: laptops, tablets and other portable media. You are expected to follow the same guidelines set in this AUP while on and off campus. Users should be mindful that the district will monitor and track all devices supplied by the district to staff and students.

Users are expected to treat these devices with extreme care and caution. The device is expensive and is expected to last for several years until the school decides to purchase a replacement. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from neglect. Examples of neglect:

- Leaving your device unattended
- Leaving your device on the floor
- Putting stickers on your device
- Removing district applied labels
- Pulling off keys or otherwise disassembling your device
- Hitting your device
- Leaving the device in a hot car (also see item 1 above)
- Letting your device get dirty, scuffed, scratched

Personally Owned Devices

Students should keep personal devices such as tablets, cell phones, and laptops at home or turned off unless given express permission otherwise.

If personal devices are used on campus, they should not be connected to the network for security concerns unless given express permission by the IT staff.

Downloads

Student devices are restricted from downloading and installing any programs or applications on a district supplied machine. All Users should be cautious and consider the source of any downloadable content. Documents, PDFs, applications, and archives can all contain malicious content that can harm your computer and compromise your personal information. Violations of this policy may result in permanent or temporary loss of the device.

Netiquette

Users should understand that the internet is a vastly expansive network, and anything, and everything you put online will remain in some form. Users should not put anything including but not limited to, text, pictures, and documents online that they would not want parents, teachers, or future colleges or employers to see.

Plagiarism

Students should not plagiarize any content offline or online. The district has incorporated measures to determine if a student is involved in plagiarizing submitted content.

Personal Safety

Your personal safety is the highest concern for Dumas ISD. Never share any personal information with someone you do not know. Many times simple things like a picture of you wearing a "Dumas Demons" T-Shirt could provide a means for a person to locate you and potentially bring you harm.

You should understand that people are not always who they say they are online and should be cautious when engaging in any form of communication with someone online. Students should always bring any concerns you have about internet safety to a Dumas staff member or a parent if you are using the device at home.

Examples of personal information not to share:

- Last Name
- Address
- Financial information
- Social Security Number
- Birthday
- Other personal identifiers

Illegal and Improper Activities

Users will not engage in the use of proxies, hacking, cracking, phishing or any means that attempts to gather or damage information from another person or organization.

Do not in any way attempt to gain unauthorized access to any system or network or attempt to disrupt system performance by spreading computer viruses, spyware, malware or by any other means.

Cyber Bullying

Cyber bullying will not be tolerated by any means. Cyber Bullying comes in many forms but should generally be assumed as "any action that harms another person while using digital systems." This includes sending or posting any form of digital communication through a computer or cell phone with the intent of scaring, hurting, or intimidating another person. Bullying will be taken seriously no matter if it was done with a district provided device or not.

As with your own information, everything you post online about someone else is permanent and you should not post anything about someone else without their expressed permission. Students will be educated on cyber bullying and how to respond to it effectively.

Inappropriate Language

Users should conduct all communications in a way that positively reflects on Dumas ISD in all forms of communication. This includes any private messages, blog posts, emails, social networking, personal web pages, chats, etc.

Users will not engage in personal, discriminatory, or prejudicial attacks or engage in the use of verbal or non-verbal forms of slander or harassment. If a user is asked to stop sending messages or posting some content, they must stop immediately. Users will not knowingly post any defamatory information about another person or organization.

Users will not use technologies to conduct online gossiping about other people. You should never post anything about another person unless you have the expressed permission of that person to do so.

Users will not use any district device or internet to look up content that involves any of the following:

- Obscenity (pornography).
- Any site or content advocating illegal or illicit activities.
- Promotes violence or hate related content.

If a student wishes to conduct research on the aforementioned topics, they will need to obtain permission from a school administrator. Failure to do so will result in disciplinary action against the student for violating this AUP.

Staff members may also access the aforementioned topics only for the expressed purpose of legitimate research.

Any user given permission to access such content should proceed with caution and use good judgment in regards to the content being viewed. Users should not consider permission to access such content open ended and without restrictions.

If a user inadvertently accesses the above content unwillingly or unknowingly, that person should close out of the content immediately and notify a technology staff member to comply with this AUP.

Limitation of Liability

Dumas ISD will not be responsible for damage or harm to persons, files, data or hardware in connection with the District devices, email accounts or the Network. Even though Dumas ISD makes use of various security and content filtering technologies, it makes no guarantee on its effectiveness. Dumas ISD will not be held responsible, financially or otherwise, for unauthorized transactions conducted over the school network or on a school device.

Violation of this AUP

Violations may result in one of the following and will be determined by the campus principal and district representatives.

- Fine as defined by the campus for damages or inappropriate use
- Notification to parents
- Detention or suspension from school or school related activities
- Legal action / or prosecution

Due Process

The district will cooperate with all legal entities or guidelines and will adhere to state and federal mandates regarding technologies and child safety. Employees should refer to their chain of command in investigating any activities relating to a violation of this AUP or to any illegal activities conducted through the Dumas ISD network.

A violation of this AUP will constitute a violation of the student or employee code of conduct and will be handled accordingly by a campus and or district administrator.

Any district or campus administrator may terminate user accounts and/ or suspend email accounts at any time, for any reason providing notice to the user. Email or network accounts that have not been accessed for over 90 days may be subject to deletion.