



# 2023-2024 TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

LIBERTY HILL INDEPENDENT SCHOOL DISTRICT

Instructional, administrative, and other programs of the district may at times require the use of LHISD Technology Resources by students and staff. The purpose of this policy is to describe the requirements, expectations, limitations, and consequences surrounding the use of those resources.

Liberty Hill ISD (LHISD) Technology Resources are defined as the LHISD wired and wireless network infrastructure, servers, endpoint computing devices, mobile technologies, peripherals, applications, databases, online resources, Internet access, email and all other interconnected technologies as they currently exist or become available. This includes any access to the LHISD network, devices, data, or technology resources by LHISD-owned or personal devices from any location, whether on-campus or via off-campus remote access.

## **Availability of Access**

Access to the LHISD network is a privilege, not a right. Access shall be made available to staff, students and members of the public primarily for instructional and administrative purposes and in accordance with administrative regulations, LHISD policy, and law.

## **Monitoring, Restricting and Filtering**

Use of the network shall not be considered confidential and may be monitored or restricted at any time by designated staff in order to ensure appropriate use for instructional or administrative purposes. LHISD uses filtering devices and software that block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

LHISD reserves the right to block or remove access to any application, online service, and data that is determined to interfere with the function of technology, district instructional and administrative goals, or applicable law.

LHISD reserves the right to decrypt, monitor, and access staff and student internet traffic and data as necessary to create a safe and secure environment for students.

## **Technology Resource Use Expectations**

- You are responsible for the use and protection of any network account assigned to you, including regular password changes in accordance with LHISD password requirements and keeping your password private.
- Your account is to be used primarily for educational purposes, but some limited personal use is permitted if it does not unduly burden LHISD technology resources or interfere with your educational responsibilities.
- You will always be held responsible for the proper use of LHISD Technology Resources, and LHISD may suspend or revoke your access if you violate the rules.

- As applicable, you must comply with the LHISD record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and LHISD records, and campaign laws.
- As applicable, you must protect confidential information concerning LHISD employees and students from unauthorized disclosure unless disclosure serves lawful professional purposes or is required by law.
- Using LHISD Technology Resources for any illegal purpose or in violation of LHISD policy.
- You must not damage LHISD technology resources in any way, including:
  - Maliciously harming or destroying LHISD equipment, materials or data.
  - Negligence of reasonable care for LHISD equipment, materials or data.
  - Negligence of reasonable security protections on personal devices. For example, not applying security updates and not running anti-virus software on personal computers connected to the LHISD network.
- Attempting to circumvent internet content filtering or disabling the filter is prohibited per federal law (Children's Internet Protection Act).
- Accessing sites not authorized under the LHISD filtering policies is prohibited.
- Creation of or login to student accounts to any online service not officially approved by LHISD is prohibited.
- Encrypting communications or data to avoid security review is prohibited.
- Using any account or login credentials other than your own or sharing your account or login credentials with anyone else is prohibited.
- Pretending to be someone else when posting, transmitting, or receiving messages is prohibited.
- Attempting to read, delete, copy, modify, or interfere with another user's work is prohibited.
- Using resources to engage in conduct that harasses or bullies others is prohibited.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal is prohibited.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs and any other inflammatory language is prohibited.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from guardians of depicted students who are under the age of 18 is prohibited.
- Violating others' intellectual property rights, including uploading, downloading or using copyrighted information without permission from the copyright holder is prohibited.
- Use of unlicensed software or altering LHISD installed software is prohibited.
- Unauthorized scanning, probing or access of the LHISD network is prohibited.
- Any attempt to damage or degrade network services is prohibited.
- Uploading or creating computer viruses or other malware is prohibited.
- Wasting resources through improper use of LHISD's network, including creating and distributing chain letters, sending spam, setting up equipment so that it can act as an "open relay" for third-party spammers, or providing products or services for pay, i.e., outside employment is prohibited.
- Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients is prohibited.
- Gaining unauthorized access to restricted information or resources is prohibited.

## **Online Conduct**

Employees and students are responsible for appropriate behavior online, just as they are in all their personal interactions. Communication with others should always be education-related. The privacy of others should always be respected.

Students should avoid the following when online:

- Posting or transmitting personal information about yourself or others, such as addresses and phone numbers.
- Responding to requests for personally identifying information or contact from unknown individuals.
- Arranging to physically meet people first met online in non-school related contexts. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

## **Special Note: Cyberbullying**

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to: Sending abusive text messages to cell phones, computers or Internet-connected game consoles; Posting abusive comments on someone's blog or social networking site (e.g., Twitter or Facebook); Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her; Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends; Posting the victim's personally identifiable information on a site; Sending abusive comments while playing interactive games; Recording and distributing media with the intent to manipulate or embarrass others.

Bullying will not be tolerated. Students should notify an instructor of anything inappropriate or that makes them uncomfortable.

## **Internet Safety**

LHISD makes every effort to ensure safety and security when using the LHISD network including a) preventing unauthorized access, hacking and other unlawful activities; b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding employees or students; c) filtering internet content for employees and students as appropriate; and d) educating staff and students about cyberbullying awareness and response, as well as appropriate online behavior.

## **Technology Devices**

LHISD is proud to offer students in the district the opportunity to participate in a 1:1 program which will ensure that a device is available to each student. As part of the program, Elementary students will each have access to a device during the school day in their classroom and Secondary students will be provided with a device that they will use throughout the day and that they can take home so they can complete classroom assignments.

Teachers and administrative staff are also assigned a device, and all other district employees are provided access to technology resources as needed.

Responsibilities associated with these devices are as follows:

- The preferred and most secure way for students to carry their device is to keep them in their backpack. String backpacks will not be allowed.
- This device is to be used for educational purposes only.
- Students are responsible at all times for their device. Misuse or abuse will result in disciplinary action.
- Students are responsible for any loss or damage to the device and will be held financially responsible at the discretion of the district for any intentional damage caused by that student.
- Staff members are expected to replace/repair technology devices that are lost, stolen, or damaged.
- Students and Staff will not loan a district-owned device to or borrow a device from other students and staff.
- Students and Staff will NOT share their credentials (passwords or usernames).
- Students are responsible for keeping their device charged on a daily basis.
- The appearance of the device, components, and district inventory tags may not be altered with labels or graffiti.
- All Internet use must comply with the district's guidelines. While in the district and/or using LHISD Technology Resources, all Internet traffic is monitored for unacceptable use. Parents are expected to monitor the students' use when not in the district.
- If the student identifies or knows of a security problem on a device, account, or other technology resource, the student must notify a teacher and must not demonstrate or communicate the security problem to other users.

Theft or loss of LHISD Technology Resources must be reported to the District within five school days after the occurrence. A report of a stolen device must include a police report. If the device is lost or stolen, the student or staff member is responsible for the replacement cost of the device using current fair market value. Lost or damaged power adapters and cords must be replaced through LHISD.

Any damage that is not determined to be intentional, at the sole discretion of the district, should be considered warranty damage and repairs will be covered by the district. If a device is damaged or destroyed by a student – whether intentionally or knowingly, or by gross negligence – the student will be subject to disciplinary action and will incur the following fees:

1st Occurrence	2nd Occurrence	3rd Occurrence
\$25.00	\$50.00	\$125.00

**Parents**, it is your responsibility to supervise your children when using district-provided technology at all times. Although internet content filters and other security layers are in place when students are on district property and at home, devices that are checked out and taken home may encounter inappropriate content. You are key to the support for promoting responsible and safe use by setting and communicating expectations, supervising activity and monitoring the safe handling and securing of district property while in the possession of students.

It is also your responsibility to ensure that you understand this Acceptable Use Policy, and address any questions regarding the policy to the district.

### **Personally Owned Device Internet Usage**

LHISD offers wireless internet access for personally owned devices in our buildings. The LHISD guest wireless network operates alongside the primary LHISD wireless network used for LHISD-owned devices, and allows community members, such as PTA organizations, to gain access to the Internet with any personally owned WiFi-enabled devices. Because the primary purpose of the LHISD network is to provide connectivity for LHISD-owned devices, LHISD reserves the right to restrict access, bandwidth and content as it deems necessary on the guest wireless network.

### **Consequences for Inappropriate Use**

Noncompliance with applicable policies will result in a) suspension of access to LHISD technology resources; b) revocation of account; and/or c) disciplinary action consistent with LHISD policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by LHISD. The nature of the violation will determine the appropriate disciplinary action on a case-by-case basis. Disciplinary actions may vary depending on the circumstances and are listed here only as a guideline.