Appendix B - Technology Resources Acceptable Use Guidelines

The Leander ISD (LISD) network is defined as LISD's wired and wireless network infrastructure, servers, computer workstations, 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 LISD network by LISD-owned or personal devices while on or near school property, in school vehicles and at school-sponsored activities, and includes the use of LISD technology resources via off-campus remote access.

Availability of Access

Access to LISD's 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, LISD 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 to ensure appropriate use for instructional or administrative purposes. LISD 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.

LISD reserves the right to decrypt staff or student internet traffic as necessary to create a safe and secure environment for students.

Appropriate Use

- You are responsible for the use and protection of any network account assigned to you, including regular password changes in accordance with LISD password requirements and keeping your password private.
- Your account is to be used primarily for educational purposes, but some limited personal use is permitted as long as it does not unduly burden LISD technology resources or interfere with your educational responsibilities.
- You will be held responsible at all times for the proper use of LISD technology resources, and LISD may suspend or revoke your access if you violate the rules.
- As applicable, you must comply with LISD's 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 LISD records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning LISD employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.

Inappropriate Use

- Using technology resources for any illegal purpose or in violation of LISD policy.
- Damaging technology resources in any way including:
  - Maliciously harming or destroying LISD equipment, materials or data
  - Negligence of reasonable care for LISD 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 LISD 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 LISD's filtering policies.

- Creation of or login by student accounts to any online service not officially approved by LISD.
- Encrypting communications to avoid security review.
- Using any account or login credentials other than your own or sharing your account or login credentials with anyone else.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's work.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Using inappropriate language such as swear words, 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 guardians of depicted students who are under the age of 18.
- Violating others' intellectual property rights, including uploading, downloading or using copyrighted information without permission from the copyright holder.
- Use of unlicensed software, or altering LISD installed software.
- Unauthorized scanning, probing or access of the LISD network. Any attempt to damage or degrade network services. Uploading or creating computer viruses.
- Wasting resources through improper use of LISD'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.
- Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
- Gaining unauthorized access to restricted information or resources.
- If you are a student:
  - 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.

Google G Suite

LISD will create accounts for all students to allow for collaborative sharing using G Suite. These tools are housed on the Internet and can be accessed from any Internet-connected device. No special software is required.

Google G Suite is a set of online tools for communication, collaboration and document storage. Provided by Google to LISD at no cost, these tools include Gmail, Calendar, Drive, Sites and Classroom. As Google continues to add new tools, LISD will evaluate each for its educational potential. LISD may add additional tools within Google G Suite throughout the school year.

Student Email Addresses

Students in 6th -12th grade will be assigned a LISD student email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in LISD. The naming convention will be firstname.lastname followed by the last two digits of their student ID, ending with @k12.leanderisd.org. Upon graduation from high school, the students' email will migrate to @alum.leanderisd.org for a period of five years.

Consent

By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Resource Acceptable Use Guidelines, guardians are giving consent for their student to use their LISD Google G Suite account and related services.

Conduct

Students are responsible for appropriate behavior online just as they are in a school building. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated. The privacy of others should be respected at all times.

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.

Internet Safety

LISD makes every effort to ensure student safety and security when using the LISD network including a) preventing unauthorized access, hacking and other unlawful activities, b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students, and c) educating staff and students about cyber bullying awareness and response, as well as appropriate online behavior.

COPPA (Children's Online Privacy Protection Act)

Under the provisions of COPPA all commercial websites must get prior consent before children under the age of 13 are permitted to share any personal information about themselves or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, email, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. LISD uses a Digital Resource Approval Process to verify COPPA compliance before use of online services by students under 13. Both students in this age group and their teachers will be educated as to the provisions of the law and the Acceptable Use Guidelines.

Students under the age of 13 may not visit any websites that collect personal information unless it is for curricular reasons and is under the direction or supervision of a staff member of LISD. A list of resources used for curriculum and instruction can be found on the LISD website.

Consequences for inappropriate use

Noncompliance with applicable regulations will result in a) suspension of access to LISD technology resources; b) revocation of account; c) disciplinary action consistent with LISD policies and regulations. (See LISD Student Code of Conduct, Policy BBI, CQ and DH,, Employee Standards of Conduct Code of Ethics and Standard Practice for Texas Educators). Violations of law may result in criminal prosecutions as well as disciplinary action by LISD. Violating any of these rules can result in a disciplinary action ranging from 5 days placement in In School Suspension (ISS) to 45 days placement in Leander Extended Opportunity Center (LEO). 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 as a guideline.

Disclaimer

LISD's network is provided on an "as is, as available" basis. LISD does not make any warranties, whether expressed or implied, with respect to any services provided by the network and any information or software contained therein. LISD does not warrant that the functions or services performed by, or that the information or software contained on the network will meet the network user's requirements, or that the

network will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by network users, information providers, service providers, or other third party individuals in the network are those of the providers and not LISD. LISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of LISD's network.

Disclaimer of Liability

LISD shall not be liable for the users' inappropriate use of LISD's network or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users whether using LISD-owned or personal devices. LISD shall not be liable for any physical damage, loss or theft of personally owned devices. LISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Oversight of the posting of official LISD, campus, or division/department materials on LISD's network will be the responsibility of the superintendent, principal, or division/department supervisor or designee. LISD's network will be used only for administrative and instructional purposes consistent with LISD's mission and goals

Personally Owned Device Internet Usage

LISD offers wireless internet access for personally owned devices in our buildings. The LISD guest wireless network operates alongside the primary LISD wireless network used for LISD-owned devices, and allows community members, such as PTA organizations, to gain access to the Internet with any personally owned Wi-Fi devices. This Internet access will be provided with the most protective level of Internet filtering currently deployed for LISD student access. The LISD guest wireless network does not allow access to any LISD resources that are not available from the Internet. LISD students must use their login credentials to attach their personally owned devices to the LISD wireless network and are prohibited from using the guest network.

Upon logging in using a BYOT device staff, students and members of the public will receive Internet filtering appropriate for their credentials. Configuring personal devices to connect to the LISD wireless network is the sole responsibility of the user. LISD does not provide technical support and assistance for personally owned devices.

Because the primary purpose of the LISD network is to provide connectivity for LISD-owned devices, LISD reserves the right to restrict access, bandwidth and content as it deems necessary on the guest wireless network.

Personally Owned Device User Agreement

Each time a personally owned electronic device is used on LISD property or at a LISD sponsored event, the user agrees to the terms listed below:
- LISD reserves the right to inspect, at any time, any personally owned device, and the network communications going to and from it, while connected to the LISD-WiFi and LISD-Guest networks. Such monitoring may be conducted remotely, and without prior notification to the device owner. Any other inspection of any personally owned device is subject to the requirements set forth in the Student Code of Conduct.
- Personally owned devices will only be connected to the network via the LISD guest or LISD wireless access connection. Any attempt to make an unauthorized connection to another LISD wireless network, plug a personally owned device into the LISD physical network (Ethernet), or circumvent any LISD Internet filtering may result in a loss of those individuals' privileges to bring a personally owned device to LISD facilities, as well as other potential disciplinary actions.
- LISD will not be obligated to supply electrical power access.
- Use of personally owned devices on LISD property or at LISD sponsored events is governed by LISD/campus administration.
- Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.
- Persons connecting computers to the LISD guest or LISD wireless Networks agree to maintain current security updates and anti-malware software on their computers.

- Persons accessing LISD email or any confidential LISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all LISD required system security procedures as well as applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA] standards.
- If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all LISD email or other confidential information, the user must contact the LISD Information Technology Help Desk immediately.
- Employees connecting to the LISD-WiFi network with any personally owned devices agree to adhere to all of the provisions of the Personal Use of Electronic Media (Policy DH).
- The guardians of any student bringing personal technology to school agree to be responsible for and to reimburse LISD for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personally owned device.