

# Merkel ISD Responsible Use Guidelines 2018-19

This Responsible Use Guidelines policy supports Merkel Independent School District's (MISD) vision of technology use, and upholds in our users a strong sense of digital citizenship. This guideline applies to all MISD computer networks, the resources available on those networks, and all devices connected to those networks.

## General Policies

- The purpose of a MISD user account is to access the MISD network and resources. District students and staff use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data, and to solve problems.
- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
- MISD user accounts are owned by MISD; consequently they are subject to the Open Records Act. MISD reserves the right to monitor and access all accounts at any time without notice in order to maintain system integrity and to ensure responsible use.
- Users should have no expectation of personal privacy in any matters stored, created, received, or sent through the MISD computer network. These are subject to review by MISD any time, with or without notice, with or without cause, and without the permission of the user.
- A content filtering program is in place in order to prevent access to certain sites that may contain inappropriate material, such as pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by MISD. This is required by to comply with the Children's Internet Protection Act (CIPA).
- MISD provides age-appropriate Internet safety training as a provision of the Protecting Children in the 21st Century Act.
- MISD is not responsible for the content accessed by users who connect via their own wireless service (cell phones, air-cards, etc.).

## Responsible Use and Digital Citizenship

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Accounts and devices are for school related activities only and should avoid all offensive material. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes, or images that would violate school policies.

Users will respect all copyright laws and refrain from copying, selling, or distributing copyrighted material without the express written permission of the author or publisher. Users will suitably cite any and all use of websites, books, media, etc.

MISD policies against harassment and discrimination also apply to the use of technology. Technology will not be used to bully, harass, stalk, or tease other people or publicly defame people. Users will help maintain a safe computing environment by notifying campus officials of inappropriate behavior, vandalism, vulnerabilities, risks, and breaches of MISD policy involving campus technology. If the user is uncertain whether an activity is permitted or appropriate, he/she will ask a teacher or administrator before engaging in that activity.

Users will create online names that are appropriate and use appropriate language/content in all online posts. Users will not publish personal details or contact details for themselves or anyone else. Any audio or video recordings of students/employees should be in compliance with the student handbook. Users understand that posing as someone else is forbidden, and will not pose as a user other than themselves when online.

Users also understand that they are responsible for all activity initiated by and/or performed under their accounts. It is the user's responsibility to appropriately secure his or her account credentials. The user should also understand that it is his/her responsibility for maintaining and backing up all data.

Users may not attempt to disable, bypass, access, manipulate, or install any application or hardware on the MISD network without the consent of district administration.

### **Bring Your Own Tools**

MISD allows staff and students the option to Bring Your Own Tools (BYOT) if permitted by their campus and teacher. Staff may use a personal device in place of (or along with) their district assigned devices if they choose. Students may use a personal device in class for instructional use with teacher permission. If the BYOT device is damaged or stolen while on MISD property, the user will not hold MISD liable for the replacement or repair of the device. The user will also be responsible for any data and/or SMS/MMS (texting) charges. MISD will not reimburse users for charges incurred while on BYOT devices. Additionally, MISD will not provide technical support for BYOT devices.

The user will have access to only the guest wireless service that MISD has provided. The guest wireless will be filtered by the MISD content filter when BYOT users are connected to the guest wireless service.

### **Google Apps and Other Student Accounts**

In accordance with our district mission, goals, and technology vision, our students may require accounts in third-party account systems. Many of these accounts will be used at school for school related projects but may also be accessed outside of school with their parent/guardian permission. The use of these accounts helps our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards.

By signing and returning this document, parents/guardians give permission to MISD to create and manage third party accounts (such as Google Apps for Education which includes email, storage, calendar, etc.) for their student, with the understanding that the child's information is protected in accordance with federal & state laws.

### **Consequences**

The user will abide by these Responsible Use Guidelines. If the user breaches this agreement or damages equipment owned by MISD, the consequences will be determined by administration. In addition, the user could face monetary charges and/or disciplinary/legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws. The Director of Technology and the campus principal will deem what is considered to be inappropriate use of the MISD computer network.

# Merkel ISD Technology

## Responsible Use Guidelines 2018-19

Signature page (if not included in a single-signature handbook packet)

\_\_\_\_\_  
Student / Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Last Name

\_\_\_\_\_  
First Name