

Eanes Independent School District

Responsible Use Guidelines for Technology

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, communication and collaboration that we see in today's global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Responsible Use Guidelines (RUG) support our vision of responsible technology use and promote a strong sense of digital citizenship. The RUG applies to all Eanes Independent School District computer networks (including the devices made available by them), and all devices connected to those networks (whether they be staff-owned or otherwise).

With the ability to use technology comes responsibility. It is important that you read the District Responsible Use Guidelines and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

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 Eanes ISD 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. Staff are allowed to bring their own connectivity via a mobile device, however these devices are not eligible for technical support and must adhere to these Responsible Use Guidelines while on school grounds.

RESPONSIBLE USE AND DIGITAL CITIZENSHIP

Any use described below is deemed "responsible" and consistent with the Eanes ISD Responsible Use Guidelines for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

- Use is mainly for educational purposes, but some limited personal use is permitted. (Remember that people who receive e-mail from you with a District address might mistakenly infer that your message represents the District's point of view).
- Use furthers the educational and administrative purposes, goals, and objectives of Eanes ISD.
- Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct or employee standards of conduct.
- Use of appropriate online names as well as use of polite and appropriate language/content on all online posts.
- Use of websites, content, and media is properly cited with respect to copyright.

UNACCEPTABLE AND IRRESPONSIBLE USE

Any of the following uses is deemed "unacceptable and irresponsible" and a violation of the Eanes ISD Responsible Use Guidelines for Technology. This list does not include all possible violations. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

Disciplinary action may be taken for unacceptable and irresponsible use of the network or Internet.

- Unauthorized use of copyrighted material, including violating district software licensing agreements
- Sending or posting electronic messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or intended to bully

UNACCEPTABLE AND
IRRESPONSIBLE USE
(CONT)

- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety
- Use of social media, messages, private cloud storage and/or email, on or off campus, personal or otherwise, in violation of the Code of Ethics and Standard Practices for Texas Educators which include any violation of the following; confidentiality of student records, health or personnel information concerning colleagues, district records (including evaluations and private email addresses), copyright law, harming others by knowingly making false statements about a colleague or the school system.
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district's Internet filtering system or other security systems
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district's system, including uploading or creating computer viruses
- Encrypting communications or files to avoid security review
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful
- Wasting school resources through the improper use of the computer system

CONSEQUENCES FOR
INAPPROPRIATE USE

One or more of the following consequences may be imposed:

- Suspension of access to the system
- Revocation of the computer system account
- Removal of device access
- Other action, including disciplinary action, in accordance with Board policy (as applicable)