

Student Responsible Use Guidelines for Technology

The District aim is to ensure that graduates are prepared for the world, and responsible use of technology is essential. The district has certain measures in place to keep students safe, legal and responsible. The guidelines outlined here apply to all SSISD computer networks (including the devices made available to them), and all devices connected to those networks (whether on district grounds, or off). SSISD will provide access to help students connect on a global scale, but this brings with it great student responsibility. It is your responsibility to follow all rules for appropriate use.

Please note that the Internet is a network of many types of communications and information networks. It is possible that you may run across some material you might find objectionable. While SSISD 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 and any efforts to circumvent the safeguards in place are prohibited. Use of tools like Mobile Air Cards or Mobile Hot Spots are strictly forbidden within district facilities and may result in disciplinary action when discovered.

Responsible Use and Digital Citizenship

Any use described below is deemed “**responsible**” and consistent with the SSISD 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 for educational reasons, but some limited personal use is permitted.
- District provided email addresses might mistakenly infer that your message represents the District’s point of view. Email is for educational use only.
- Use supports the educational and administrative purposes, goals, and objectives of SSISD
- Use is limited to your own individual account – you and only you should use that account. You should never share your password with others
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct

Unacceptable and Irresponsible use

Any of the following uses is deemed “**Unacceptable and Irresponsible**” and a violation of the SSISD 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 messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or intended to bully
- 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, staff, or student safety
- 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 technology equipment, district data, the data of others, 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 e-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 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 network or online account(s)
- Removal of device access
- Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct (as applicable)

Internet Safety

Safe Online Communication – Online communication is important but not without some risk. While the district will work to keep students out of risky situations, students must also do their part in avoiding risky online behavior. Students should recognize and avoid inappropriate communications and report anything out of the ordinary to a trusted adult. Never share passwords, personal information, or inappropriate photos of yourself or others.

Internet Privacy – Be aware of online applications and websites as they collect user information for various reasons. Take measures to recognize and analyze privacy terms, and have a general understanding of how companies collect information

Research and Digital Literacy

Searching – Students will determine validity of information, properly cite sources, and use materials correctly. Students will use search engines to find information and content.

Digital Citizenship - Students are expected to keep all communication and activity during the school day educationally appropriate. As students create online content, it is also important to adhere to rules for using materials of others. Always cite sources and insure credit is given to the original author. Do not attempt to discredit or damage another student's work.

Social Media and E-Mail - Any online and social media classroom use must be approved by the teacher before using class time. Students need to remember online activity creates a digital footprint that can impact college and career endeavors. Online activity should be positive and productive.

Cheating – Access to digital devices makes cheating easier than ever before, technology should not be used in any way to cheat or share information of content that is not intended to be shared by students.

Cyberbullying – Is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. Minors can be convicted in a court of law of being a cyberbully. This can happen both directly and indirectly. **In order to avoid this, students will:**

- Identify strategies for dealing with cyberbullying responsibly
- Analyze and report any offensive online behavior or interactions to a trusted adult
- Create positive online communities rooted in trust and respect
- Think before you send or post
- Recognize and identify factors that intensify cyberbullying, including what role they play in escalating or de-escalating online cruelty.

Students will NOT:

- Publish information that is harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms
- Participate in online polls, “bash” sessions, or other communities that are harmful to others
- Use school issued accounts or devices to use any sites that allow users to interact anonymously

Technology use and, if applicable, text messaging and social media with district provided resources, ARE NOT PRIVATE and may be viewed by district officials. All district provided accounts are to be used for educational purposes and adhere to these responsible use guidelines. SSISD will monitor activity involving district equipment and services.

District/Classroom created accounts

The District uses various technology tools throughout the school year that require accounts and student data to be collected. In such cases, campus or district staff will verify adherence to the Children's Online Privacy Protection Act (COPPA) before creating anything on behalf of the students. The district will keep a current list of approved and unapproved tools on the district technology website for staff, students, and parents to view. This list will be updated throughout the year as tools are reviewed and new tools are included. All tools will be reviewed using the COSN worksheet for data management as well as online review resources.