

# Student Technology Acceptable Use Policy

Blue Ridge ISD

2016-2017



Our staff and students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, 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. This Responsible Use Agreement (RUA) supports our vision of technology use and upholds in our users a strong sense of digital citizenship. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites plus cyber bullying awareness and response. This policy applies to all Blue Ridge Independent School District (BRISD) computer networks (including the resources made available by them), and all devices connected to those networks.

## **Responsible Use and Digital Citizenship**

**Respect Yourself:** Students will select online names that are appropriate, and will be polite and use appropriate language/content in all online posts.

**Protect Yourself:** Students will not publish personal details, contact details or a schedule of activities. Students understand that they are responsible for all activity initiated by and/or performed under these accounts. They understand that it is their responsibility to appropriately secure their account credentials. If they are uncertain whether a specific computer activity is permitted or appropriate, they will ask a teacher/administrator before engaging in that activity.

**Respect Others:** Students will not use technologies to bully or tease other people. They will not take photos, or make audio or video recordings of students/employees without their prior permission. They understand that posing as someone else is forbidden and will not pose as another user when online. They will not access, download, or modify accounts, files, or data belonging to others. They will be careful and aware when printing to avoid wasting resources and printing unnecessary items.

**Protect Others:** Students will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.

**Respect Intellectual Property:** Students will suitably cite any and all use of websites, books, media, etc. They will respect all copyrights.

**Protect Intellectual Property:** Students will request to use the software and media that others produce.

## **General Policies**

- BRISD user accounts are owned by the BRISD; consequently they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by BRISD staff at any time without prior notice and without the permission of any user. BRISD reserves the right to monitor all accounts and any content stored in, created, received, or sent throughout the BRISD systems in order to maintain system integrity as well as to ensure responsible use.
- *Student's pictures, names, work, etc. may be published unless parents/guardians notify the campus principal in writing that they do not wish for student information to be published.* Groups of student names, as for awards, teams, etc., may be published without any identifying picture of the individuals. In accordance with the Family Educational Rights and Privacy Act (FERPA), no student's e-mail address, personal web address, street address or telephone number will be published.

- A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the BRISD. BRISD is not responsible for the content accessed by users who connect via their own data plan (cellphones, air-cards, etc.)

### **Government Laws**

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to:
  - unauthorized tampering
  - cyber stalking
  - vandalism
  - harassing email
  - child pornography
  - cyberbullying
2. Libel Laws - You may not publicly defame people through published material.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

### **Google Apps for Education**

Students in grades 5-12 will have access to their own Google Apps for Education account, including Gmail, within the BRISD domain (<http://www.brisd.net>). With teacher approval, students may access their account from the Internet, collaborate with other learners, and utilize the productivity tools available to them through their student Google Apps accounts.

**BY READING THIS RUA AND SIGNING THE STUDENT TECHNOLOGY RESPONSIBLE USE AGREEMENT FORM, YOU ARE GIVING PERMISSION FOR YOUR CHILD TO RECEIVE A SCHOOL GOOGLE ACCOUNT.** If you want to receive more information about these accounts, please contact Amy Hopkins – [amy.hopkins@brisd.net](mailto:amy.hopkins@brisd.net)

#### Google Apps for Students

1. Google Calendar – Everyone can organize their schedules and share events, meetings and entire calendars with others. Teachers can share assignments and events with students.
2. Gmail – Each student will have an email account that allows for communication and for use when utilizing educational websites that require an email address for account setup.
3. Google Docs – Students and teachers can create documents, spreadsheets and presentations and then collaborate with each other in real-time inside a web browser window, using a student device or a BRISD device.
4. Google Forms—Students can administer their own survey or easily collect data from others.
5. Google Sites – Create a site and edit it the same way you'd edit a document -- no technical expertise required.

Using these tools, students collaborative create, edit and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. Google Apps for Education use in the Blue Ridge School District is governed by federal laws and local board policies including:

- **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. --FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

- **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. No personal student information is collected by Google for commercial purposes. There is no advertising in Google Apps for Education accounts.

This permissionform allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Student information that is “collected by Google is described as (projects, documents, email, files, username and password). --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

### **Google Apps and Other Third Party Accounts**

In accordance with our district mission, goals and our vision for technology our students may require accounts in third party systems. Many of these accounts will be used at school for school related projects but may also be accessed outside of school with their parents’ permission. The use of these accounts will help our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards. **STUDENTS ARE NOT ALLOWED TO USE THEIR SCHOOL GOOGLE APPS ACCOUNT TO CREATE ACCOUNTS ON NON-EDUCATIONAL SITES.**

### **Use of Electronic Media**

Electronic media includes all forms of social media, such as instant messaging, electronic mail, blogs, electronic forums, chat rooms, video sharing sites, editorial comments posted on the Internet, and social networking sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

In accordance with the administrative regulations, a certified or licensed employee may use electronic media to communicate with currently enrolled students about matters within the scope of the employee’s professional responsibilities.

Below are guidelines for the use of electronic media tools that are not within the scope of school district services:

| <b>Electronic Media</b> | <b>Examples</b>   | <b>Guidelines</b>   |
|-------------------------|---|---|
| Social Networking       | Facebook, Non-District Google+, Instagram, Vine, Snapchat, Periscope  | BRISD students and employees should not "friend" each other or communicate on personal pages. Teachers may create classroom pages where students/parents can access classroom information.  |
| Social Networking       | Twitter   | BRISD students and employees should not "friend" each other or communicate on personal pages. Teachers may create classroom accounts where students/parents can access classroom information.<br>Postings should be brief and professional.<br><i>Students should follow the educator's posts.</i><br><i>Educators should not follow student posts.</i> |
| Texting                 | For staff/student text communication, BRISD uses of the service Remind – <a href="http://www.remind.com">www.remind.com</a> | Changes in times, dates, bus schedules, programs, activities, etc. Messages should be brief and professional. Pertinent information only. Parents should be informed. This should not be a requirement as some students may not have access to texting or may be charged per text message.  |

## **Teacher/Student iPad/Chromebook Initiative**

Blue Ridge ISD has initiated an iPad/Chromebook program for students and teachers in an effort to embrace 21<sup>st</sup> Century Skills and prepare students for college and the workforce. iPads and Chromebooks are district-owned devices and the contents and activities on the iPad/Chromebook can be viewed and monitored at any time. Students are prohibited from adding their own Apple ID account and personal apps to their iPad.

Goals for student users:

- To prepare students for a 21<sup>st</sup> century environment
- To increase productivity and engagement of all learners
- To make student-centered learning a priority
- To increase collaboration, creativity, critical thinking and communication in our students

Students and staff are expected to use proper care when utilizing devices and other technology equipment owned by the district and to follow user guidelines outlined in this RUA.

## **Web Publishing Policy**

Students publishing on a district or school website will do so under the direct supervision of a classroom teacher or school administrator. Supervising teachers and administrators are responsible for all material students post to a district or school sponsored website.

## **Disclaimer of Liability**

Blue Ridge ISD shall not be liable for the user's inappropriate use of the District's technology resources or violations of copyright restrictions, users' mistakes or negligence, or cost incurred by users. BRISD shall not be responsible for ensuring accuracy or usability of any information found on the Internet.

Data contained in the BRISD technology resource systems remain the property of Blue Ridge Independent School District. Electronic mail transmissions and other use of BRISD technology resource systems including Internet access and data storage shall not be considered confidential and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

## **Consequences**

Students should understand and will abide by this Responsible Use Agreement. If they break this agreement, the consequences could include suspension of your accounts and network access. In addition they could face disciplinary/legal action including but not limited to: criminal prosecution and/or penalty under appropriate state and federal laws.

The Technology Department and the campus principal will deem what is considered to be inappropriate use of the BRISD computer systems. They may suspend an account or network access at any time. In addition, the administration, faculty, and staff of the BRISD may request that a user's account be suspended or denied at any time.