Lake Dallas ISD Technology Acceptable Use Policy

Introduction

Lake Dallas ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide training and access to technologies for student and staff use. Students and staff are trained annually on appropriate Internet and District network use.

This Acceptable Use Policy outlines the guidelines and behaviors that students and staff are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Lake Dallas ISD network is intended for educational purposes.

- There is no expectation of privacy. All activity over the network or using district technologies may be monitored and retained.

- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

- Misuse of school resources can result in disciplinary action.

- Lake Dallas ISD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

- Users of the district network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

Technologies Covered

Lake Dallas ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Lake Dallas ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Lake Dallas ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a Technology staff member or submit the site for review. Unblock requests can be submitted directly from the blocked page, or through a School Dude ticket/request.

Email

Lake Dallas ISD may provide students and staff with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Email Recovery Procedures

Lake Dallas ISD currently provides email accounts to district employees, which are hosted and archived by Google. The archiving of Lake Dallas ISD email is performed to comply with federal and state requirements pertaining to the retention of official school correspondence.

Consequently, any recovery of email from the Lake Dallas ISD email archive requires 1) a written request that includes the reason for the request, the staff member accounts and/or subject matter involved, the date range of the request, and 2) approval from a campus principal, department director, or superintendent-level personnel. The Superintendent, Executive Director of HR, and the Technology Director can facilitate email recovery, but the initial request must be submitted in writing, and approved by a principal, department director, or superintendent-level personnel before email recovery will be performed.

Social/Collaborative Content

Recognizing the benefits collaboration brings to education, Lake Dallas ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Lake Dallas ISD may provide users with mobile computers or other devices to promote learning inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to either the campus staff, or the Technology staff immediately. ***Users may be financially accountable for any damage resulting from negligence or misuse.***

Use of school-issued mobile devices off the school network may be monitored.

Lake Dallas ISD-Bring Your Own Device Policy

Lake Dallas ISD is committed to prepare all students and teachers to
maximize learning by fully integrating relevant technology into

academic content to:
☐ Facilitate and enrich classroom instruction
☐ Acquire, share, evaluate and create digital information
☐ Achieve media and technology literacy
☐ Maintain a safe and ethical online environment

The district will not provide technical support for personally owned devices. In the event personal technology is used inappropriately, disciplinary consequences and actions may apply in accordance with the terms of this Acceptable Use Policy. The use of personal wireless hotspots not provided by the district is prohibited.

Lake Dallas High School now provides wireless capabilities to allow personally-owned devices to be used for educational purposes. Employees should not have an expectation of privacy and will be monitored as if working on a school-owned device. For policy details, see Bring Your Own Device Program Guide http://www.ldisd.net/Page/4546

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert Technology. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download, or attempt to download or run, executable programs over the school network or onto school resources without express permission from Technology staff.

You may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Use of @ldisd.net domain

The @ldisd.net domain is registered for sole use by Lake Dallas ISD. You are not authorized to create any personal hardware system or software application, or user account which utilizes this domain name.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the

Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

✓ Treat school resources carefully, and alert staff if there is any problem with their operation.

✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

✓ Use school technologies at appropriate times, in approved places, for educational pursuits.

✓ Cite sources when using online sites and resources for research.

✓ Recognize that use of school technologies is a privilege and treat it as such.

✓ Be cautious to protect the safety of myself and others.

✓ Help to protect the security of school resources.

✓ Notify district administration and/or Technology department staff if I discover misuse of district network resources and information.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- Use wireless hotspots on the LDISD network that have not been provided to me by the district
- Connect personal wireless routers, switches, access points, firewalls, and other related network equipment to the LDISD network
- Use personal computing devices on the LDISD network that have not been approved for use by authorized personnel
- Use school technologies in a way that could be personally or physically harmful, to myself or others
- Attempt to find inappropriate images or content
- Engage in cyberbullying, harassment, or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety/security measures and filtering tools
- Use school technologies to send spam or chain mail
- Plagiarize content I find online
- Post personally-identifying information, about myself or others
- Agree to meet someone I meet online in real life
- Use language online that would be unacceptable in the classroom
- Use school technologies for illegal activities or to pursue information on such activities
- Use personal technologies for illegal activities or to pursue information on such activities while at school, whether on or off the school network

- Attempt to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Lake Dallas ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Lake Dallas ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Lake Dallas ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents (if a student)
- Detention or suspension from school and school-related activities
- Suspension of duties (if an employee of the district)
- Confiscation of any device, regardless of ownership, that is suspected of involvement with any violations of this AUP
- Liability for cost to diagnose and repair any damage or loss caused by any violation of this AUP
- Termination of employment, in accordance with LDISD policies and applicable laws
- Legal action and/or prosecution

Technology Acceptable Use Policy Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt and understanding of the content of the Lake Dallas ISD Technology Acceptable Use Policy, and agree to abide by the terms, policies and procedures set forth in the document.

_____   _____

Signature   Date

LAKE DALLAS ISD

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____ , have been notified that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)
History (CCH) verification check will be performed by accessing the Texas Department of Public Safety

Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of $24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

_____
Signature of Applicant or Employee

_____
Date

_____
Agency Name   (Please print)

_____
Agency Representative Name   (Please print)

_____
Signature of Agency Representative

_____
Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:

YES _____ NO _____   _____ initial

Purpose of CCH: _____

Hire _____ Not Hired _____   _____ initial

Date Printed:_____   _____ initial

Destroyed Date:_____   _____ initial

Retain in your files

Rev. 02/2011

Complete and take this form with your driver's license to your child's campus office to complete application process.