

Cuero Independent School District
Responsible Use Technology Agreement(RUTA) for STUDENTS

The Cuero Independent School District provides an array of technology resources for student use. This agreement outlines appropriate use and prohibited activities when using District technology resources. This RUTA applies to computers, iPads and all district owned or leased electronic equipment. All students are expected to follow all guidelines and to demonstrate good citizenship and ethical behavior at all times.

Access to the Cuero ISD technology resources is a privilege, not a right. Failure to comply with the guidelines set out in this Responsible Use Technology Agreement may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Students should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the technology systems.

The District employs GoogleApps for Education and GoogleClassroom to provide district-wide email for students and staff and provide a virtual classroom environment, as well as, other educational apps, resources and tools.

IPADS AND MOBILE DEVICES The District will monitor use of the iPad through management software. Anyone found to be violating this responsible use technology agreement will be disciplined. All software, applications, and documents stored on the iPad are the property of the District and subject to review and monitoring.

SOFTWARE Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright and the Technology Department. Educational software licenses will be required for all software or data placed on any system connected to the District's system. Personal software or data may not be placed on any system connected to the District's system.

Hardware and software are not to be altered, installed or removed in any manner, including system settings. It is a violation of district policy for users to bypass or attempt to bypass the filtering system.

CUERO ISD WEBSITE The Cuero ISD copyrights the contents of the Cuero ISD Web Site and maintains that site for educational purposes only. Viewing of material on that Site does not imply any right to reproduce, retransmit or redisplay it. That Site is protected by copyright and other applicable federal and state laws. No text, image, or other materials on the District Web Site may be copied, retransmitted, redisplayed or modified without the express written consent of Cuero ISD. Unauthorized use, copying, or access will be prosecuted under Title 17 of the United States Code and/or Texas Penal Code Chapter 33.

STUDENT WORK No original work created by any student outside the District's system shall be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent or guardian) who created the work. All original work must be reported

as such before it is incorporated into a District publication. The owner must agree to allow the District to use it free of charge for as long as it desires.

All web pages created or edited by students and student organizations on the District's technology systems will be subject to treatment as District sponsored publications. Accordingly, Cuero ISD reserves the right to exercise editorial control to the same extent as other student publications. (See Board policies FMA (Legal) and FMA (Local).)

No personally identifiable information about or picture of a District student will be posted on the Cuero ISD website unless the District has received written consent from the student's parent or guardian on the directory information form.

INTELLECTUAL PROPERTY RIGHTS Students who are being directed by teachers of the District to create work for the District's electronic communications system shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any item or product created for its use by a student even when the student is no longer enrolled.

EMAIL Electronic mail (email) transmissions and other use of the electronic communications system are not private and may be monitored at any time by Internet service providers, operators of system file servers, and designated District staff to ensure appropriate use.

SYSTEM ACCESS Access to the District's electronic communications system will be governed as follows: Students in grades PK-12 shall be granted access to the District's network system. Any system user identified as a security risk or as having violated District and/or campus technology use guidelines may be denied access to the District's system. System users may not use another person's system account. System users are responsible for any use under their account, including if they fail to log out. System users sharing their login credentials is a violation of district policy. For purposes of this Agreement, the term "system" or "District's system" includes the District's file server system and internet access via the District's network system and any District owned or leased technology device regardless of where such device is located.

ON-LINE CONDUCT The individual in whose name a system account is issued will be responsible at all times for its proper use. A system user is responsible for the proper use of the technology system for the duration of the system's use.

- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- Students may not use the District's electronic communication system to distribute personal information about themselves or others.
- System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission may be specified in the document or must be obtained directly in accordance with applicable copyright laws, District policy, and administrative regulations.
- System users may not upload public domain programs to the system.

- System users may not download public domain programs for their own use.
- System users may not send, purposely access, or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- The system may not be used for financial or commercial gain or business use.
- System users shall not post personal communications without the original author's consent.
- System users shall not post anonymous messages.
- System users may not gain unauthorized access to resources or information.
- System users shall not play games with others on the network or Internet.
- System users shall only download the information needed, and shall print only the information needed.
- System users should use their access time efficiently, and be mindful of the fact that there are others who need to use the network.
- Students may not use the system to copy, upload, download or post pictures, video images or voice recordings of other students, district employees or district officials without the written permission of the person whose picture, video image or voice recording is being copied, uploaded, downloaded or posted.
- Making or participating in any way in the making of a recording in any media (digital, video, audio) of an actual or simulated act that involves conduct prohibited by any other provision of the *Student Code of Conduct*. If the recording is transmitted to or played on or through the internet, or is transmitted to any other electronic or digital device that permits subsequent transmittal to or playing on any other type of electronic or digital device, a violation of this provision of the *Student Code of Conduct* becomes a mandatory DAEP placement offense. This provision of the *Student Code of Conduct* is violated even if all of the participants in the recording agree to being recorded.
- System users are prohibited from installing any device or software that will permit or facilitate the recording of any keystrokes, the acquisition of any passwords or the acquisition of any other security related information.

If any system user believes there is a problem or is uncomfortable with the information someone is sending via the Internet, the system user should tell a teacher, campus staff member, or administrator immediately. If a system user asks another system user to no longer send them electronic mail or in any way contact them, the system user receiving such a request must stop all contact immediately. Student expression on the system will be treated the same as all other student expression as provided in Board Policy FNA. Students are prohibited from using the system to harass, bully, intimidate, cause harm to any person, or in any other way that is not in compliance with this agreement, Board Policy, the Student Handbook, or the Student Code of Conduct.

VANDALISM PROHIBITED Any malicious attempt to harm or destroy District equipment or data, or data of another user of the District system, or any of the agencies or other networks that are connected to the Internet is prohibited, and will be considered to be an act of vandalism. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations,

and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See FN series, FO series, and the Student Code of Conduct]. Student Code of Conduct explicitly prohibits vandalism, and students may be disciplined accordingly.

FORGERY PROHIBITED Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences.

INFORMATION System users and parents of students with access to the District's system should be aware that users of the system may have access to other systems in the global electronic network that may contain inaccurate and/or objectionable material. The Internet is a network of networks; through the District's system, users will have access to databases, libraries and technology services all over the world. With this opportunity to access and work with an incredible amount and variety of information comes great responsibility, and it is essential that all users of the District's system comply with the provisions of this Agreement.

- A student who gains access to inaccurate and/or objectionable materials is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.
- A student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the Student Code of Conduct.
- Participation in chat rooms or use of any messaging services on the Internet using the District's system is not permissible unless authorized by a District employee for an educational purpose.
- Any student who substantially disrupts the educational process as a result of showing disrespect to District employees, officials or students by the use of a technology device or the internet shall be subject to discipline under the District's Student Code of Conduct. This includes substantial disruption caused by the posting of any comments about or images of District employees, officials or students on any internet website that are demeaning, obscene, vulgar or profane, and which comments or images can be accessed using the District system.
- Any student who substantially disrupts the educational process as a result of using pictures, images or voice recordings of any District employee or official without the written authorization of the campus principal and the District employee or official in the picture or image or on the recording shall be subject to discipline under the District's Student Code of Conduct.

NETWORK ETIQUETTE System users are expected to observe the following network etiquette:

- Be polite and use appropriate language.
- Swearing, vulgarity, ethnic or racial slurs and the use of any other inflammatory language are prohibited.
- Refrain from pretending to be someone else when sending/receiving messages; this is considered inappropriate, and will not be permitted. Be advised that online impersonation of another is a crime in Texas and could result in criminal charges being brought against you in addition to disciplinary measures by the District. This includes using another user's account/login.
- Refrain from transmitting obscene messages or pictures; this behavior is prohibited.
- Refrain from using the network in such a way that would disrupt the use of the network by others; this conduct is also prohibited.
- Refrain from "hacking" or other use of technology devices to gain unauthorized access to District or other data/resources, including student, faculty or District data files without permission; this type of behavior is prohibited.
- Refrain from using the network for soliciting or purchasing commercial materials and/or services of any kind.
- Any personal device connected to a District network or resource is subject to this agreement.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT Termination, suspension or revocation of a student's system access for violation of District policies or regulations will be effective on the date the campus principal or district administrator receives notice of the suspension, termination or revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMERS

- The District's system is provided on an "as is, as available" basis.
- The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.
- The District does not warrant that the functions or services performed or provided by the system, or that the information or software contained on the system, will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.
- Opinions, advice, services, and all other information expressed or provided by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.
- The Internet is a network of many types of communication and information networks. It is possible that the user may run across areas of adult content and some material objectionable to students, their parents or members of the public. Parents are encouraged to have a discussion with their children concerning access to appropriate materials, and all users are encouraged to report any objectionable material they perceive to the campus principal or a district administrator. While the District will take reasonable steps to restrict access to such material, it

is not possible to absolutely prevent such access. It will be the responsibility of each user to follow the rules for appropriate use.

- The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users.
- The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

FINAL NOTE Every user of the District's system will be required to sign an Agreement before they will be permitted to use the District's system. As noted above, violations of the Responsible Use Technology Agreement may prompt termination, revocation, or suspension of the privilege of using the District's system, and other disciplinary action.

ALL STUDENTS ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED) IS ALLOWED AT CUERO ISD.

STUDENT AGREEMENT:

As a user of the School's technology resources, I understand and agree to comply with the netiquette and appropriate use guidelines outlined in the Responsible Use Technology Agreement for Students. I understand that I have no privacy interest or rights in any information I send or receive on or through any District technology equipment or services.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

Should I commit a violation, I understand that consequences of my actions could include suspension/loss of technology privileges or data and files, other appropriate disciplinary action, and/or referral to law enforcement.

Student Name (print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

As the parent or guardian of this student, I have read the Responsible Use Technology Agreement (RUTA) for Students. I understand the conditions for use of the network and Internet resources provided by the Cuero ISD and that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that student use for any other purpose is inappropriate.

- I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.
- I understand that my child is responsible for any transactions that occur under his or her user ID or account, that any violation of that policy will be considered a violation of the *Student Code of Conduct*, and that my child may be denied access to the district's technology resources in addition to any other disciplinary action.
- I understand that from time to time the school may wish to publish examples of student projects or photographs of students on the School District's website.
- I understand that technology resources are an integral part of my child's education at the Cuero Independent School District.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ **Date:** _____