



Acceptable Use Guidelines for Students

Conroe Independent School District

The District gives students access to various types of technology resources, including a District e-mail account, electronic textbooks, cloud-based document storage and collaboration space such as the Canvas Learning Management System, Google Apps for Education, Office 365, computer hardware, software, printers, networks, and storage space on networks, devices such as computers, Chromebooks, iPads, tablets, laptops, calculators, and other interactive devices, and filtered Internet access. Students may also be allowed to use their personal technology devices for instructional purposes, however the District is not responsible for damage to or loss of devices brought from home.

With this educational opportunity comes responsibility. It is important that students and their parents understand the District's policies and procedures related to technology resources. Inappropriate use of the District's technology resources can result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, as outlined in the Student Code of Conduct and applicable laws.

These guidelines apply to all District networks and network storage, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access. Use of the District's technology resources is not private and all activity is monitored.

The District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District Policy [FFH](#) and Policy [FFI](#).]

When students access the Internet, it is possible that they may run across areas of adult content and some material a parent might find objectionable. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student to follow the rules for responsible use.

Students issued a District-owned technology device are given additional materials addressing the proper use, care, and return of these devices.

All students are expected to responsibly use the District's technology resources by complying with the following:

- Because District technology resources are primarily for instructional and educational purposes, the District allows limited personal use only if the rules in this Agreement are followed and the use does not interfere with schoolwork.
- Students must not share their account information with another person.
- Be mindful that people who receive e-mail or other communication from students through school accounts might think the message represents the school's point of view.
- Keep personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Do not download or sign up for any online resource or application without prior approval from the teacher or other District administrator.
- When communicating through e-mail or other electronic means, students must use appropriate language and etiquette and always be respectful.
- Acknowledge the work and ideas of others when referencing them in student work.
- Immediately report any suspicious behavior or other misuse of technology to a teacher or other campus administrator.
- Students may use their personal electronic devices for instructional purposes only as authorized by a teacher.
- Any attempt to bypass the District's filter will result in a loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When accessing the District's technology resources using a personal device, students must follow the District's technology resources policy and associated administrative regulations, including this Acceptable Use Agreement.
- When not using a personal device for instructional purposes while on campus, students must follow their campus' rules and guidelines for non-instructional use of personal electronic devices.

Students are prohibited from inappropriately using the District's technology resources and will be held responsible at all times for the proper use of their account. Inappropriate activity includes the following:

- Using technology resources for any illegal purpose, including threatening school safety;
- Accessing resources to knowingly alter, damage, or delete District property or information, compromising or

testing District security, systems or networks, or breaching any other electronic equipment, network, or electronic communications system in violation of the law or District policy;

- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus or malware to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Using someone’s account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user’s posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, illegal, or material that constitutes cyberbullying and “sexting”;
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses and phone numbers, or photographs, without permission or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments with people met online to meet them in person; if a request for such a meeting is received, it should be reported to a teacher or administrator immediately;
- Violating intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Using online chat or video chat rooms not expressly authorized by the teacher;
- Wasting school resources through the improper use of the District’s technology resources, including sending spam; and
- Downloading unauthorized applications, scripts, plug-ins or software or gaining unauthorized access to restricted information or resources.

Students are expected to immediately report to a supervising teacher or an administrator any in-appropriate activity.

I have read and I agree to abide by these guidelines for responsible online behavior and use of District technology resources. I understand that violation of these provisions may result in suspension or revocation of access to the District’s technology resources or other disciplinary action in accordance with the *Student Code of Conduct*.

Student’s signature: _____ Date: _____

Parent/Guardian

I understand that my child will have access to the District’s technology resources, including District-approved online applications. I have read and understand the District’s guidelines regarding my student’s use of the District’s technology resources and understand that under Texas law neither the District, its operators, and any institutions with which it is affiliated can be held liable for any claims or damages of any nature arising from my student’s use of, or inability to use, these technology resources or loss or damage to my students’ personal technology device. I understand that my student’s use of the District’s technology resources is not private and that the District will monitor my student’s activity. I also understand that the District uses certain cloud-based applications that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes.

Parent’s signature: _____ Date: _____