# Appropriate Use of Technology Resources Policy
River Road ISD

### *Purpose*
River Road ISD is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities.  The purpose of the RRISD technology resources is to provide additional educational resources and communication tools for students and teachers.  These resources will help teachers to facilitate education and research consistent with the objectives of the River Road ISD. Furthermore, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response

### *Definition – Technology Resources*
River Road ISD technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

### *Regulations*
The use of River Road ISD's technology resources is a privilege, not a right.  The privilege of using the technology resources provided by RRISD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in River Road ISD.  This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.  If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.  River Road ISD's Student Code of Conduct shall be applied to student infractions.

## User Terms and Conditions

The use of River Road ISD's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of River Road ISD along with State & Federal regulations.  In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district.  Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly.  While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

GOVERNMENT LAWS: I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

**Criminal Acts** – These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.

**Libel Laws** - Publicly defaming people through the published material on the internet, email, etc…

**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), engaging in plagiarism (using other's words or ideas as your own).

Computer Violations:
1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
2. Downloading or transmitting multi-player game, music, or video files using the school network.
c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
3. Accessing another individual's materials, information, or files without permission.
4. Using the network or Internet for commercial, political campaign, or financial gain purposes.
5. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
6. Promoting or soliciting for illegal activities.
h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
7. Violating copyright or other protected material laws.
8. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
9. Intentionally wasting school resources.
10. Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
11. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or the Technology Department, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.

Computer Network Violations:
1. Attempting to log on to the Internet/Intranet (servers, routers, switches, printers, firewall) as a system administrator or without approval from the Tech Dept. with any electronic device. (Including, but not limited to, cell phones.)
2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
4. Creating, uploading, or transmitting computer viruses.
5. Attempting to defeat computer or network security.
6. Any intentional hacking of the RRISD network or computer.

Consequences:  Suspension of computer/network privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

Email Guidelines
1. Always use appropriate language.
2.  Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
3.  Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.


4. River Road ISD does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6.  Any security or equipment problems arising from the use of technology resources must be reported to the Technology Department or Principal's Office.

7. Anyone who checks out any type of computer or computer related equipment will be held responsible for maintaining that equipment in good working order.
   a. Laptop computer batteries must be charged and ready for school each day.
   b. Only labels or stickers approved by River Road ISD may be applied to the computer.
   c. Computer sleeves or carrying cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
   d. Computers that malfunction or are damaged must first be reported to the Technology Department.  The school district will be responsible for repairing computers that malfunction.  Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.

f. Individual school laptop computers and accessories must be returned to the RRISD Technology Department at the end of each school year.  Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at RRISD for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at RRISD, they will be subject to criminal prosecution or civil liability.  The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible.  Failure to return the computer will result in a grand theft report being filed with the Amarillo Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the RRISD Technology Department in satisfactory condition.  The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.


Student/Staff  Name (please print):


_____

Signature:_____

Date:_____/_____/_____