STUDENT RESPONSIBLE USE POLICY (Secondary Grades 6-12)

AUSTIN Independent School District | Information Technology

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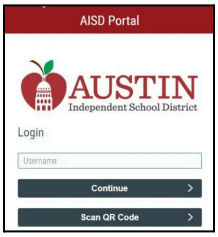
AISD is invested in using technology to enhance student learning and improve learning outcomes. Using your device, the AISD network, and systems is a privilege and any privilege comes with responsibility. Signing this Responsible Use Policy (RUP) will serve as an acknowledgment of this information for students and families.

The purpose of this responsible use policy for Austin ISD is to:

- set clear expectations
- create ideal conditions for effective digital learning
- provide accountability for how students interact online and with technology

When I am working online or using my device, I agree to:



BE RESPONSIBLE FOR MY AISD/GOOGLE ACCOUNT:

- ☐ I will log in to my device using my own username and password and not pretend to be or impersonate someone else online.
- ☐ I will be responsible for keeping my digital identity, usernames, passwords, and all personally identifiable information private.
- ☐ I will use appropriate language and images in my assignments, digital collaborations, and social interactions with others.
- ☐ I will treat others' digital content with respect.
- ☐ I will not read, edit, share, or delete the files of others without their permission.

BE RESPONSIBLE FOR MY INTERNET USE:

- ☐ I will not attempt to disable or bypass AISD network security settings or filters.
- ☐ I will only use the AISD internet on my device while on AISD property. I will not use a VPN or a hot spot to access the internet while on AISD property.
- ☐ I will be appropriate and safe when online, treat others with kindness, and be honest with my academic work.
- ☐ I understand that my use of AISD's network is monitored for inappropriate content, including illegal activity, and may result in consequences for irresponsible use.
- ☐ I will not participate or engage in any online activities or behavior that could disrupt school activities or compromise school safety and security.
- ☐ I will use my device to explore only tools and sites that are safe and appropriate.
- ☐ I will be aware of privacy settings on websites that I visit.

BE RESPONSIBLE FOR MY AISD DEVICE:

- ☐ I understand that vandalism or intentional damages to AISD property in any form is prohibited including adding stickers to my device, disfiguring or altering equipment, or displaying a lack of regard and reasonable care for its use.
- ☐ I understand that intentional damages made to AISD devices and equipment may result in fees and disciplinary action (*See Student Code of Conduct*).
- ☐ I will report any known or suspected acts of vandalism to my teacher, principal, or an AISD employee.
- ☐ I will report if a device is lost or stolen to my teacher, principal, or an AISD employee.

Austin ISD's Responsible Use Policy for Families & Guardians of Students 6th - 12th Grade

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BE RESPONSIBLE FOR SAFETY AND CYBERSECURITY:

- ☐ I am responsible for respecting and maintaining the security of AISD digital resources, information, and networks.
- ☐ I will log out of my device when not using it to protect my information and will log back in when I'm ready to continue learning.
- ☐ I will notify a teacher, principal, or AISD employee if a stranger contacts me or requests to meet with me through the use of technology.
- ☐ I will report if someone sends or distributes hateful, discriminatory, violent, or harassing digital communications, or engages in sexting.
- ☐ I understand that bullying in any form, including cyberbullying, is unacceptable and prohibited. I will use respectful language with other students and AISD staff online.
- ☐ I will protect personal information about myself or others including names, home addresses, telephone numbers, birth dates, or pictures and videos of students under 18 years of age.
- ☐ I will protect usernames, passwords, and security codes (to confirm my identity) from others to prevent anyone from using them to access my digital tools and email accounts.

BE RESPONSIBLE WITH MY USE OF DIGITAL TOOLS:

- ☐ I will only use applications, programs, and digital tools authorized by AISD.
- ☐ I will follow expectations from my teacher and the AISD on the use of approved applications, programs, and digital tools.
- ☐ I will be honest when using digital tools, including Artificial Intelligence (AI) programs, to support my learning, assignments, and tests.
- ☐ I will respect the work of others and follow all copyright laws and guidelines.

Revised 07-08-2024

Austin ISD's Responsible Use Policy for Families & Guardians of Students 6th - 12th Grade

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What is the purpose of the district's Responsible Use Policy (RUP)?

The purpose of this responsible use policy for Austin ISD is to set:

- clear expectations
- create ideal conditions for effective digital learning
- provide accountability for how students interact online and with technology

How does the RUP comply with the law?

The RUP is also intended to:

- prevent unauthorized access and other unlawful activities by users online
- prevent unauthorized disclosure of sensitive information
- comply with legislation including, but not limited to:
    - the Children's Internet Protection Act (CIPA)
    - Children's Online Privacy Protection Act (COPPA)
    - the Family Educational Rights and Privacy Act (FERPA)
    - the Securing Children Online through Parental Empowerment SCOPE Act

How does the RUP take into account copyright violations?

- Copyrighted software or data may not be placed on any system connected to AISD's system(s) without permission from the copyright holder and the AISD's Chief Technology Officer, or designee.
- Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

Who does the RUP apply to?

- "User" includes anyone using computers, the internet, email, and all other forms of electronic communication, district accounts, district online systems, or equipment provided by the AISD (the "network") regardless of the physical location of the user.

When does the RUP apply?

- The RUP applies when AISD-provided equipment (laptops, tablets, etc.) is used on or off AISD property.
- The RUP applies when non-AISD devices access the AISD network or sensitive information.

Who has access to district technology?

- Access shall be made available to users for instructional and administrative purposes in accordance with administrative regulations, AISD policy, and state/federal law.
- Users understand that AISD may take back possession of AISD equipment at any time or remove access to the network or other district digital systems.
- Access to AISD's technology resources and network, including electronic communications and computer systems, is a privilege, not a right.

Austin ISD's Responsible Use Policy for Families & Guardians of Students 6th - 12th Grade

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How does the district partner in and create conditions for the responsible use of technology?

- The AISD uses technology protection measures to filter network access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors.
- The AISD can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of AISD equipment, network, and/or Internet access or files, including email (students in grades 6-12 only).
- The AISD will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to AISD applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

What are some consequences of irresponsible use?

- Irresponsible use of AISD devices and networks may result in suspension of access to AISD devices and/or revocation of account.
- Misuse may also result in disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government agencies. (See AISD Student Code of Conduct)

When and how should my student(s) or I report violations of the RUP?

- Immediately report any known violation of the district's applicable policies or responsible use guidelines to a teacher or AISD employee. Reporting may also be done through a Let's Talk dialogue under Technology Support.
- You must report requests for personally identifying information or contact from unknown individuals as well as any content or communication that is abusive, obscene, pornographic, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.

DISCLAIMER: The Superintendent or designee will oversee AISD's electronic communication system(s). The AISD's system(s) will be used only for administrative and instructional purposes consistent with the AISD's mission and goals. The AISD makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the use of the network or AISD accounts. Users are responsible for any charges incurred while using AISD devices and/or network. The AISD also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the AISD, its affiliates, or its employees.

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I understand that my use/my student's use of the AISD's technology resources is not private and that AISD will monitor my/my student's activity. I have read this Responsible Use Policy (RUP) and agree to abide by the provisions. I hereby release AISD, its operators, and any of its affiliated institutions from any and all claims and damages of any nature arising from my use of or inability to use these resources, including without limitation, the type of damages identified in AISD's policies and administrative regulations.

Date: _____ **School:**_____

Student Name: _____

Student Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Teacher Name: _____ **Grade Level:** _____

Please return this portion of the RUP to the school where it will be kept on file. It is required for all students who will be using a computer, the AISD network, and AISD's digital systems.

It is recommended to put a copy of the first page of this Responsible Use Policy by your student's workspace as a reminder of their commitment.