

## Bishop CISD Responsible Use Policy 2023-2024

Technological resources are an important component in the management, communication, curriculum, and instruction of Bishop Consolidated Independent School District. BCISD students and employees may be provided a variety of technology resources including, but not limited to the following: desktop computers, cell phones, tablets, laptops, mifi devices, interactive devices, software, and web-based programs. All electronic devices and programs should be used in a safe, responsible, and legal manner with the purpose of promoting educational excellence at BCISD.

The use of all BCISD technology resources, including access to the Internet, is a privilege provided by the district. All users of BCISD technology equipment, software, programs and the Internet are expected to be responsible for their own appropriate behavior and communication at all times. All users are expected to abide by the generally accepted rules of network etiquette. General student standards are outlined in the BCISD Code of Conduct and the respective school Code of Conduct. General employee standards are outlined in the BCISD Employee Handbook. Users choosing not to abide by the Employee/Student Code of Conduct may have their Internet privileges and/or use of BCISD equipment and programs revoked for a specified period of time as deemed appropriate by district/campus administration.

All BCISD students/employees are provided with a district email address. This resource should be used for effective communication in an educational environment. All students/employees are responsible for the proper use, integrity and security of their account. If there are concerns regarding the content of an electronic communication, the employee/student is expected to immediately notify campus administration. The BCISD network/Internet and email is not private. User activities and data are subject to monitoring by BCISD administrators at any time. Be advised that all district electronic communications are subject to state and federal laws.

The BCISD network is filtered and monitored according to the Children's Internet Protection Act (CIPA) requirements; however, it is impossible to guarantee there will never be objectionable material in a global network. Any attempt to circumvent the BCISD Internet filter is strictly prohibited. BCISD will strive to maintain an educational and safe network environment for all users. No right of privacy exists in the use of technological resources on the BCISD network. Users should never assume that files or communications stored, accessed, downloaded, or transmitted using district resources will be private.

Students checking out school mifi devices should use them to connect to a school issued device for proper filtering. Parents are expected to supervise their child/children's Internet connectivity during home use of school owned equipment.

Parents of students in PK-12 may allow their child/children the opportunity to bring his/her own personal device to school; however, the use of any electronic personal devices in the classroom is at the discretion of the teacher and/or campus administration. The parents must be aware that the possibility of access to inappropriate material exists if the student uses a network other than BCISD while on school property. The parent must take an active role in monitoring the student's

use of his/her personal device. BCISD assumes no responsibility for charges incurred on the student's personal device.

Employees and students are expected to obey and enforce copyright laws at all times. Students should not post to social networking sites while on any district campus during regular school hours.

Any violation of the Bishop CISD Responsible Use Policy will be handled according to the District Employee or Student Handbook. Before using any BCISD technology resources, including Internet privileges, the user must sign the Bishop CISD Responsible Use Policy indicating that they understand and agree to abide by the district regulations.

### **Bishop CISD Google for Education Responsible Use Policy**

Bishop CISD will be using Google for Education Applications. These accounts will be used for school related projects and will provide students with very powerful collaboration tools including Docs, Sheets, Forms, Classroom, Meets, Jamboards, Extensions, and other tools. The email feature for all student accounts has been restricted to only allow students to send/receive to other bcisd.me teacher or student accounts. There may be some instances where a student has permission to email outside the district.

District educators make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community. All Google for Education participants will respect the teachers' time and professionalism by supporting the same positive approach. All Google for Education participants are expected to be respectful in their postings and comments. Inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, cyberbullying or other threatening comments will not be tolerated.

All Google for Education user files and e-mail communications are subject to review by administrative district staff; the use of this service is for class-related projects and assignments. As such, users should avoid use for non-school related purposes; as a district-monitored service, there should be no expectation of privacy.

No student, or other participant, may include any information on the site that could compromise the safety of him/herself or other class members. Participants should avoid specific comments about school location, schedules or personal information. Students should not use their @bcisd.me account for personal communication. Parents should not use their child's school account to communicate with Bishop CISD faculty or staff.

All Google for Education users must protect their log-in and password information and class passwords (if any). If participants suspect that a password has been compromised, they must notify the teacher immediately. No Google for Education participant may share his/her log-in information or protected information about the site with anyone who is not an authorized participant. Digital plagiarism of other users' work is unacceptable.

Student use must follow all other expectations as listed in the Bishop CISD Responsible Use Policy. **Failure of students to follow these guidelines may result in disciplinary action and/or termination of this service.**

Google for Education runs on an Internet domain purchased and owned by the school and intended for educational use. Your student's teachers may be using Google for lessons, assignments, and video communication. Google is also available at home, the library, or anywhere with Internet access. Parents are responsible for monitoring their child's use of Apps and Extensions when accessing programs from outside BCISD. Students are responsible for their own behavior and choices at all times.

### **Use of Personal Mobile Device**

The student will use the district's secured and CIPA compliant (filtered) wireless network for connection to the Internet. Students must not try to circumvent BCISD's network filters. Students are not allowed to use their own personal Internet access (hot spots) while on Bishop CISD property during regular school hours. This includes 3G, 4G, 5G or other wireless connections.

BCISD is not responsible for Internet charges related to any data plan incurred on the student owned device. Additionally, BCISD is not responsible for lost, stolen or damaged devices that the student has chosen to bring on the campuses.

The BCISD wireless network is to be used for instructional purposes only as directed by campus officials.

The camera feature on any device should be used only with permission of a BCISD faculty or staff member. Under no circumstance is the camera feature of any mobile device allowed to be accessed in the restrooms or locker rooms without district administrative approval.

Audio and video recordings should not be made without the consent of those being recorded.

Personal devices must be charged prior to bringing it to school and the device must run off its own battery while at school. There is no guarantee that electrical outlets will be available or convenient for recharging devices.

The student is responsible for securing all privately-owned devices. Neither BCISD, nor its staff or employees is liable for any device that is lost, stolen or damaged on school property. BCISD will not be responsible for lost data or repair of personal devices.

Failure to follow district and/or campus policies may result in the mobile device being confiscated. Discipline will be administered by the respective campus administrator according to the Bishop CISD Code of Conduct. Additionally, a parent/guardian may be required to pick up the mobile device.

## 2023-2024 Responsible Use Policy

Please print carefully:

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Campus: \_\_\_\_\_ Grade: \_\_\_\_\_

BCISD Responsible Use Policy as published in the Ascender Parent Portal and on the BCISD Web Page. If you would like a printed copy of the policy, please reach out to your child's campus. We will be happy to provide that document for you.

### Parent Agreement

I have read the District's electronic communications system policy and administrative guidelines as posted in Online Registration Ascender Parent Portal and the Bishop CISD website. I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

\_\_\_\_\_ Yes, I agree to the Responsible Use Policy regarding the use of Bishop CISD Network, equipment, and Internet Resources provided by the school district.

\_\_\_\_\_ No, I do not agree with the Responsible Use Policy regarding the use of Bishop CISD Network. I understand that my child will not have access to school equipment, resources, and will not be allowed to bring personal devices to school.

Please remember to print legibly:

Parent First Name: \_\_\_\_\_ Parent Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_