

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate Use of Electronic Information Services

This policy defines the acceptable uses of technology and technological education efforts within the District. The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District, or users who acquire access privilege through association with the District. The use of these services shall be in support of instructional, informational, communication, research, administrative, and educational goals of the District.

Electronic information services (EIS) include, but are not limited to networks (e.g., LAN, WAN, Internet), telephone systems/voice mail, electronic mail, databases, hardware, software, and any computer-accessible source of information. These include, but are not limited to hard drives, compact disks (CDs), Universal Serial Bus [USB] flash drives, iPods, iPads or such similar electronic equipment as may become available. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action. This policy applies to qualifying students, teachers, and other personnel who attend, utilize, or are employed by the District, and its scope includes the following areas:

- District network access (including Wireless access);
- Internet access;
- Electronic and voice mail;
- Hardware (including media devices);
- Software; and
- Any computer-accessible source of information.

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

The District shall make a concerted effort, compliant with the Children's Internet Protection Act (CIPA), to provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. Students and parents should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student's responsibility to follow the District's Acceptable Use Policy and the directions of District staff.

The protective measures shall also include monitoring the online activities of students.

Limits, controls and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

Willful circumvention of the District's protective measures is a violation of the Acceptable Use Agreement.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Limits of Privacy

The District respects the personal privacy of its employees and students. However, because the District's technology resources are provided *for* the educational purposes of the District, employee and student rights of privacy in this context are limited and information and communications carried on it are subject to public access per A.R.S. 39-121. The District may review files and communications and monitor system utilization at any time, without notice or permission. Users should not expect that communications, or information sent, retrieved or stored via technology will be private. The District may, in its sole discretion, close accounts and review or delete files at any time.

Prohibited Activities

Material or language that is fraudulent, harassing, sexually explicit, racially offensive, profane, obscene, intimidating, defamatory, hazing, bullying or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, list-serves, texting, social networking or chat groups) or displayed on or stored in District computers.

Without prior written permission from the Superintendent, the District's computer system may not be used for dissemination or storage for commercial purposes of advertisements, solicitations, promotions, political material or any other unauthorized material.

Compliance with Applicable Laws and Licenses

Users may not illegally copy material protected under copyright law or make that material available to others for copying. In their use of the technology, users must comply with all software licenses, copyrights and all other state, federal and international laws governing intellectual property and online activities.

Accessing Other Computers and Networks

A user's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems. No one shall connect any personally owned computer or device to the District network without the approval of the District.

Installation of Software

Users may not install personal software onto District computers without first receiving the express permission of the Director of Information Systems. Users requesting permission to install personal software must provide a copy of the software license that permits them to install the software. Files obtained from sources outside the District, including disks brought from home and downloaded files, may contain dangerous computer viruses and should never be downloaded onto District computers without prior approval. This is not intended to restrict the downloading of files from Internet sources or on line services for use as curriculum supplements by teachers.

Duty Not to Waste District Resources

Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings, printing multiple copies of documents, downloading lengthy files such as noneducational games and music, streaming music, or otherwise creating unnecessary network traffic.

Web Publishing

The District recognizes the value and potential of publishing on the Internet. School faculty and staff are encouraged to create electronic home pages or other pages that seek to carry out official business and communication of the District's mission. All such pages must be accessible from an official school website within the District. All staff publishers must adhere to the policies of the District, and must comply with all relevant federal and state laws. Web pages shall not display personally identifiable student information unless explicit and verifiable written parental permission has been granted by the student's legal parent/guardian. Staff publishers will be responsible for maintaining their class or educational resource sites. Web pages must reflect positively upon the District and school. Web pages must include an e-mail address of the adult maintaining the page. E-mail addresses/links on web pages must be a tuhsd.org address. The District provides computer services and networking to enhance the District's educational and administrative processes, and to improve communication with the world community. Material that fails to meet established educational objectives or that is in violation of a provision of District policy and administrative regulations will be removed.

Websites, wikis, blogs, social networks and other communication and collaboration technologies may be used to provide students with the information needed to achieve educational goals or provide a format to publish their work and to communicate their ideas. Use of web content must be in keeping with the District's Acceptable Use Policy.

User Agreements

Each user will be required to annually sign an acceptable use agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action.

Adopted: April 12, 2011

LEGAL REF.: A.R.S. 15-341

34-502

**20 U.S.C. 9134, The Children's Internet Protection Act
47 U.S.C. 254, Communications Act of 1934 (The Children's
Internet Protection Act)
N-CIPA (The Neighborhood Children's Internet
Protection Act)**

**CROSS REF.: GBEB - Gifts to and Solicitations by Staff Members
GBI - Staff Participation in Political Activities
IJM - Special-Interest Materials Selection and Adoption
IMH - Class Interruptions
KHA - Public Solicitations in Schools**

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the Electronic Information Services (EIS) requires that the use of resources be in accordance with the following guidelines and support the education, research, and educational goals of the Tolleson Union High School District (TUHSD). Filtering, monitoring and access controls will be established to:

- Limit access to inappropriate material.
- Monitor for unauthorized access, including so called "hacking", and other unlawful activities.
- Restrict access to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on all networked computers capable of TUHSD authorized Internet access. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a TUHSD adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent or the Superintendent's designee may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Monitoring

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the TUHSD EIS may be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an EIS Master User Agreement. The Superintendent or the Superintendent's designee may give authorization to other persons to use the EIS.

REGULATION**REGULATION****Acceptable Use**

Each user must:

- Use the EIS, including TUHSD e-mail systems and internet access, only for official school or District business and to support the educational goals and objectives of the District.
- Agree not to submit, publish, display, retrieve, or distribute any defamatory, inaccurate, abusive, pornographic, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor use the EIS to violate any applicable local, state, national or international law either intentionally or unintentionally.
- Immediately inform their instructor/supervisor if inappropriate material is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, personal e-mail addresses, or personally identifiable data unless authorized to do so by designated TUHSD authorities.
- Understand that any electronic communication is not private and may be read and monitored by authorized TUHSD employees.
- Not use the EIS in any way that would disrupt the use of the EIS for others.
- Not use the EIS in any way that would create vulnerability to accidental erasure and/or tampering.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Not use the EIS in any manner that violates Governing Board policies or the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Be responsible for the appropriate storage of his or her data.
- Follow existing TUHSD policies and have appropriate administrative approval to use EIS for information collecting purposes (e.g., online surveys, e-mail, et cetera).

REGULATION

- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students and up to and including termination for employees.

In addition, acceptable use for TUHSD employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to supervise activity of authorized guest use of the EIS.
- Take responsibility for assigned personal and TUHSD accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and TUHSD accounts and files by unauthorized persons.

Unacceptable uses:

- Users may not connect to or install in the EIS any computer hardware, hardware components, or software which is not the property of TUHSD.
- Users shall not post information that could cause damage or pose a danger or disruption to the operations of the EIS or TUHSD.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download or use the EIS to store games, files, documents, music, or software for purposes that are not consistent with the educational goals and objectives of TUHSD or that do not pertain to official school or District business.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), optical (CD), or any other form.
- Users will not use the EIS to display a name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal e-mail unless authorized to do so by designated school/TUHSD authorities.
- Users shall not plagiarize works that are found on the Internet or any other resource.

REGULATION**REGULATION**

- Users will not harass, insult, attack others, or use obscene language in electronic communications, or engage in any conduct that would be in violation of Governing Board Policy GBEA, Staff Ethics, or that would be in violation of any other Governing Board policy, state, or federal law.
- Users will not send or post anonymous messages.
- Users may not use web-based e-mail, messaging, video conferencing, or chat services unless authorized to do so by TUHSD Technology Services.
- Users will not participate in activities that are deemed by TUHSD Technology Services to cause unreasonable demand on network capacity or degraded or disruption of EIS operation.
- Users will not aid or allow any unauthorized person to use TUHSD computers or network equipment.
- Users will not use or attempt to use another user's account.
- Users will not break into accounts or bypass security measures in any way.
- Users will not send e-mail to or through the EIS that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing. Similarly, users will not send e-mail that is relayed through a third party's mail server without the permission of that third party, or use similar technologies to hide or obscure the source of the e-mail.
- Users will not use the EIS to make fraudulent offers to sell or buy products, items, or services or to advance any type of pyramid scheme or chain letter. Users will not use the EIS to send e-mail unrelated to official school or District business or unrelated to the educational purposes of the District. Inappropriate use of the e-mail system includes, but is not limited to, sending personal emails, endorsing, advertising, conducting business for outside groups, sending unsolicited commercial email, and advertising or offering to sell goods or services to others.
- Reselling Internet services of TUHSD is strictly prohibited.
- Only the Superintendent or the Superintendent's designee shall have the authority to send District-wide e-mail communications.

REGULATION**REGULATION*****Consequences for District Employee
Misuse/Abuse of the EIS:***

- Any employee violating these provisions, applicable state and federal laws or District rules, is subject to loss of network privileges and any other District disciplinary options, up to and including termination and criminal or civil prosecution.
- School and District administrators will make the final determination as to what constitutes unacceptable use.

***Consequences for Student Misuse/
Abuse of the EIS:***

- Students must understand that the EIS is an important resource, but it must be controlled by the teacher/adult supervisor.
- Any use considered inappropriate by the teacher/adult supervisor may result in cancellation of EIS privileges and/or a discipline referral. There will be no warnings for inappropriate use. The EIS suspension and referral will take effect immediately, and possible criminal or civil prosecution may follow.
- School and District administrators will make the final determination as to what constitutes unacceptable use.

Each user will be required to sign an EIS Master User Agreement. A user who violates the provisions of the agreement may be denied access to the EIS and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the EIS Master User Agreement shall be discussed with each potential of the EIS. When the signed agreement is returned, the user may be permitted use of the District's EIS resources.

EXHIBIT

EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

MASTER USER AGREEMENT SIGNATURE PAGE

(Student/Parent)

Please read this document carefully. When signed it becomes a binding agreement.

This master agreement is an acknowledgement from you that you have thoroughly read and understand *all* of the Tolleson Union High School District's regulations regarding usage of District technology resources.

Student:

I have read the Tolleson Union High School District policy and regulations regarding appropriate use of Tolleson Union High School District properties incorporated herein by reference. I understand and will abide by the conditions indicated. I understand this access is for educational purposes and should be devoted to classroom assignments. Any infraction may cancel my user privileges and result in further disciplinary action from the appropriate authority, which may include removal from the classroom.

Student Name (printed): _____

Student Name (signed): _____ Date: _____

School: _____ Student ID#: _____

Graduation Date: _____

Parent/Guardian:

As the parent/guardian of _____ (student), I have read and understand the aforesaid policy and regulations for the use of the computer systems of the Tolleson Union High School District and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to the classroom projects/activities assigned by the teacher. I also understand that District staff personnel may not be held responsible for intentional infractions by my son/daughter.

Parent/Guardian Name (printed): _____

Parent/Guardian Name (signed): _____ Date: _____

EXHIBIT **EXHIBIT**

**USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION**

MASTER USER AGREEMENT SIGNATURE PAGE

(Personnel)

Please read this document carefully. When signed it becomes a binding agreement.

This master agreement is an acknowledgement from you that you have thoroughly read and understand *all* of the Tolleson Union High School District's regulations regarding usage of District technology resources.

***Tolleson Union High School
District Personnel:***

I have read the Tolleson Union High School District policy and regulations regarding appropriate use of Tolleson Union High School District properties incorporated herein by reference. I understand and will abide by the conditions indicated. I understand this access is to support the educational goals and objectives of the District. Any infraction may cancel my user privileges and result in further disciplinary action from the appropriate authority, which may include termination.

Employee Name (printed): _____

Employee Name (signed): _____

Date: _____

**USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION**

**MASTER USER AGREEMENT
SIGNATURE PAGE**

(Authorized Guests)

Please read this document carefully. When signed it becomes a binding agreement.

This master agreement is an acknowledgement from you that you have thoroughly read and understand *all* of the Tolleson Union High School District's regulations regarding usage of District technology resources.

***Tolleson Union High School District
Authorized Guest:***

I have read the Tolleson Union High School District policy and regulations regarding appropriate use of Tolleson Union High School District properties incorporated herein by reference. I understand and will abide by the conditions indicated. Any infraction may result in the cancellation of my user privileges.

Guest Name (printed): _____

Guest Name (signed): _____ Date: _____

EXHIBIT**EXHIBIT**

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

TECHNOLOGY EQUIPMENT CHECKOUT AGREEMENT

- | | |
|--|--|
| <input type="checkbox"/> Copper Canyon High School | <input type="checkbox"/> La Joya Community High School |
| <input type="checkbox"/> Sierra Linda High School | <input type="checkbox"/> Tolleson Union High School |
| <input type="checkbox"/> University High School | <input type="checkbox"/> Westview High School |
| <input type="checkbox"/> CEA | <input type="checkbox"/> Lighthouse Academy |

The Tolleson Union High School District is pleased to offer at each high school campus a student technology equipment checkout program for sophomore, junior, and senior students. The following form must be completed and signed by the student and parent/guardian prior to the release of the equipment.

Student acknowledgement

I agree to the following:

- I will return the technology equipment within seven (7) school days after check-out.
- I will return the technology equipment (including accessories) in the same condition it was issued to me.
- I will use the approved technology equipment storage bag(s) and not trade bags or equipment with another student.
- I will not leave the technology equipment in an unsecured area including an unlocked locker or vehicle.
- I will be responsible for the proper use of this equipment and will not allow any other student or person to use the equipment.
- I will not disregard the TUHSD Use of Technology Resources policies or guidelines.
- I will not download and install software on any technology equipment's hard drive except, in the case of laptops, printer drivers and Internet Service Provider software.
- I will not save anything on hard drives.

EXHIBIT **EXHIBIT**

I will immediately report theft or damage of any kind to my teacher and the library. I will return the technology equipment and all accessories listed below within seven (7) school days of the check-out date or before I withdraw from school. I have read and understand the TUHSD Use of Technology Resources and guidelines. I have verified the serial/barcode number and accept responsibility for the equipment assigned for my use.

_____ Student Signature _____ Student Printed Name _____ Student ID No. _____ Date

.....

My child has permission to check out the technology equipment described above. I understand if the equipment is damaged, lost, or stolen that I will compensate the Tolleson Union High School District for any necessary repairs and/or replacements costs. I have read this agreement form and understand the usage rules and the financial responsibility.

_____ Parent/Guardian Signature _____ Printed Name _____ Date

<i>Equipment Check-out</i>			
To be completed when equipment is issued	Item Description (Make/Model)	Serial No./Barcode No.	Content Verified (Student's Initials)

_____ Staff Signature _____ Date _____ Student Signature _____ Date

.....

<i>Equipment Check-in</i>					
Equipment in good condition	Yes	No	Bag in good condition	Yes	No
Tags/barcodes in place	Yes	No	Power cord returned	Yes	No

_____ Staff Signature _____ Date _____ Student Signature _____ Date