



# Estancia Municipal School District

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Cindy L. Sims, Ph.D., Superintendent

## Acceptable Use Agreement

### --- Technology Department ---

Estancia Municipal School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work and life. This District is committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for both student and staff use.

This Acceptable User Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies both on and off campus as well as using personally-owned devices on District Property:

- The Estancia Municipal School District technology and network is intended for appropriate educational purposes only.
- All activity over the network, including the use of District resources and/or technologies is monitored and retained indefinitely.
  - District resources on personally-owned devices can be monitored.
  - District Administrators may review files and communications at any time, this includes, but is not limited to, all files/data, emails, chat messages, webpages, history, etc.
- Students and Staff are expected to conduct themselves in a positive manner, reflecting the values of the student body, staff and our community.
- Access to online content via the District's network may be restricted in accordance with our policies and procedures as well as federal regulations, set forth by the Children's Internet Protection Act (CIPA).
- Assume that any and all software is copyright protected. Any downloaded or installed software must have prior approval from the District's Technology Department. Unlawful use of copyrighted material can be a violation of Federal Law.
- Users are responsible for all materials created, sent and/or received under his/her user account at all times.
- Users must protect their passwords.
- Efficiently use District resources, such as file space, bandwidth and printing.
- Users are prohibited from accessing the work and/or files of others without proper permission and may not plagiarize and/or violate copyright laws; respect the privacy of all individuals.
- Users are prohibited from causing and/or contributing to the damage or modification of computer hardware, software or data.
- The access and/or display of written or graphic content, which is obscene, inflammatory, derogatory or offensive is prohibited.
- The use of District technology to create, send, solicit or store materials that contain racist, sexist, obscene or otherwise objectionable material that could demean, defame, denigrate others for race, religion, creed, color, gender, national origin, ancestry or physical handicap is prohibited.
- All users of the District are expected to alert the District Technology Department immediately of any and all concerns for safety or security.
- Use of the school's technology and resources for any financial gain, commercial activity, or for any illegal activity is prohibited, and may result in immediate disciplinary action, up to legal action and/or prosecution.
- Misuse of any District technology and/or resource, can result in disciplinary action, up to legal action and/or prosecution. The District Administration's decision is final.
  - The use of any District technology and/or resource is a privilege, not a right.
  - Inappropriate use may result in the cancellation, limitation and/or suspension of access privileges.

## **Technologies Covered**

Estancia Municipal School District may provide Internet Access, Desktop Computers, Mobile Computers and/or Devices, Video-Conferencing Capabilities, Online Collaboration Capabilities, Message Boards, Email Access and more.

As new technologies emerge, Estancia Municipal School District will make every attempt to provide access to them. The policies outlined in the document are intended to cover all available technologies.

## **Usage Policies**

All technologies provided by the District are intended for appropriate educational purposes only. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind. Do not try to get around technological protection measures and use good common sense. Ask if you do not know.

## **Web Access**

Estancia Municipal School District provides its users with access to the Internet, including websites, resources, content and online tools. This access is restricted in compliance with all Children's Internet Protection Act (CIPA) regulations as well as school policies and procedures.

Web browsing is monitored and web activity records/history may be retained indefinitely.

Users are expected to respect that the web filter is in place as a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked, and a user believes that the site should not be blocked, the user should follow District protocol to alert the District Technology Department and submit the site for review.

Estancia Municipal School District cannot control or be held responsible for all information available on the Internet, beyond the District's own Website.

Estancia Municipal School District cannot manage, maintain, filter or control internet content, be held responsible and/or liable for any internet usage and/or any other content received and/or transmitted on District-Issued Resources while Off-Campus.

## **Email**

Estancia Municipal School District provides its users with email accounts for the purpose of school-related communication. Availability and use may be restricted based of school policies and procedures.

If users are provided with email accounts, they should be used with care. Users should not attempt to open files or follow links from unknown or untrusted origins. At all times, users should use appropriate language, and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Users should be careful not to share personally-identifying information online.

Email usage is monitored and archived indefinitely.

## **Mobile Devices Policy**

Estancia Municipal School District provides users with mobile laptop computers and/or tablets to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school technologies and/or devices off the District as on the District network.

Users are expected to treat these devices with extreme care and caution. Please follow the policies and procedures set forth in the Laptop Issuance Agreement. These devices are expensive and not readily available; the District is entrusting www.gmail.call users for the care of these issued devices. Users should report loss as well as any and all damage or

malfunction to the District Technology Department immediately. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of District-issued mobile devices both on and off the District network is monitored.

In the event of certain special circumstances and based on availability, the District may issue Hotspot devices to provide internet access off-campus for students and/or staff. Estancia Municipal School District cannot control or be held responsible for any and all information available on the Internet when using these devices.

## **Social/Collaborative Content**

Estancia Municipal School District may provide users with access to websites and/or tools that allow communication, collaboration, sharing and/or messaging among other District users.

Users are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. Posts, chats, sharing and messaging is monitored and their history can be retained indefinitely. Users should be careful not to share personally-identifying information online.

## **Personally-Owned Devices Policy**

It is the District's Policy that students will keep personally-owned devices (including, but not limited to; laptops, tablets, smart phones and other cell phone/mobile devices) turned off and put away during school hours. Exceptions will be made in the event of an emergency or as instructed by a teacher and/or District staff member for educational purposes only.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the District's network. This includes not opening or distributing infected files and/or programs and not opening files and/or programs of unknown or untrusted origin.

Users are prohibited from opening and/or distributing files and/or programs of any written and/or graphic content, which is obscene, inflammatory, derogatory or offensive.

If any user is in possession with any school technology and/or resource that might be infected with a virus, or any of the above-mentioned content, please alert the District's Technology Department immediately. Do not attempt to remove the virus yourself and/or download any programs to help remove the virus.

## **Downloads**

Users are prohibited to download or attempt to download, or run any .exe or .msi programs/files over the District network or onto any District resource without permission and acknowledgement of the District's Technology Department.

You may be able to download other file types, such as images or videos. For the security of the District's network and resources, only files from reputable sites, and only for educational purposes, may be downloaded.

Any images and/or videos with content that is obscene, inflammatory, derogatory or offensive, is prohibited.

## **Netiquette**

Users should always use the Internet, the District's network resources and online sites in a safe, courteous and respectful manner.

Users should also recognize that while online, some information can be unverified, incorrect and/or could be inappropriate. Users should only use trusted resources when conducting research via the Internet. Estancia Municipal School District cannot control this content and cannot be held responsible for any and all information available on the Internet.

Users should also remember not to post anything online that can be personally-identifiable and/or inappropriate. The District's Technology Department would like to reiterate that once something is online; it can be shared and spread in unintended ways and can remain online permanently.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content. This includes, but is not limited to words or images, from any source on the Internet. Users should not take credit for things that they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including, but not limited to, phone numbers, addresses, social security numbers, birthdates or financial information, over the Internet without adult and/or parental/guardian permission.

Users should recognize that communicating over the Internet bring anonymity and associated risks, and users should carefully safeguard their personal information of themselves and of others. Users should never agree to meet someone they meet online in real life without adult and/or parental/guardian permission.

If any user receives and/or notices a message, comment, image or anything inappropriate online or on any District resource that raises concerns for your personal safety, you should immediately notify the District's Technology Department.

## **Cyberbullying**

**Estancia Municipal School District strictly prohibits cyberbullying. Cyberbullying will not be tolerated.**

Examples of cyberbullying include, but are not limited to, harassing, dissing, flaming, denigrating, impersonating, outing, ticking, excluding and/or stalking individuals. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting and/or intimidating someone else. Engaging in these behaviors and/or activities intended to harm (either physically, mentally and/or emotionally) another person, will result in immediate severe disciplinary action and immediate loss of privileges.

In some cases, cyberbullying can be a crime and will result in legal action and/or prosecution.

Remember, all activities within the District's resources are monitored and retained indefinitely.

If you have any knowledge of cyberbullying, please do not participate in above-mentioned acts and/or spread any information. Please report immediately to a District Administrator or contact (505)384-2052 at any time. Or for immediate assistance, please contact the National Cyberbullying Hotline at 1-800-273-8255.

## **Examples of Acceptable Use**

As an Estancia Municipal School District user, I will:

- Use District resources for educational purposes only.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat District resources carefully, and alert the District's Technology Department if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative and/or collaborative technologies.
- Alert a teacher and/or District staff member and/or the District's Technology Department if I see any threatening, inappropriate or harmful content online.
  - This includes any evidence of cyberbullying.
- Use District resources and technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that the use of District resources and technologies is a privilege and should be treated as such.

- Be cautious to protect the safety of myself and other District users.
- Help to protect the security and safety of District resources and technologies.

This is not intended to be an exhaustive list. All users should use their own good judgment when using District resources and technologies.

### **Examples of Unacceptable Use**

As an Estancia Municipal School District user, I will not:

- Use District resources and technologies in any way that could be harmful, and/or potentially illegal.
- Attempt to find inappropriate images, videos or content.
- Engage in cyberbullying, harassment or in disrespectful conduct towards others.
- Try to find ways to circumvent the District's safety's measures and filters tools.
- Use District resources and/or technology to send spam and/or chain mail.
- Use District resources and/or technology to utilize any inappropriate websites or content.
- Plagiarize content I find online.
- Post personally-identifying information, about myself and/or others.
- Agree to meet someone I meet online in real-life/real-time.
- Use language online that would be unacceptable in the classroom in real-life/real-time.
- Use District resources and/or technology for illegal activities or to pursue information on such activities.
- Attempt to hack and/or access sites, servers or content that is not intended for my use.

This is not intended to be an exhaustive list. All users should use their own good judgment when using District resources and technologies.

### **Limitation(s) of Liability**

Estancia Municipal School District will not be responsible for damages or harm to persons, files, data and/or hardware.

Estancia Municipal School District employees a fleet of qualified personnel and has filtering equipment installed as well as other safety and security mechanism in place to ensure their property function. However, the District can not make 100 percent guarantees as to their effectiveness.

Estancia Municipal School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District's network and/or resources.

### **Violations of Acceptable Use Agreement**

Estancia Municipal School District will impose the following, to any violations of the above-mentioned polices and/or procedures:

- Including, but not limited to,
  - Suspension of network, technology and/or computer privileges.
  - Notification to parent(s)/guardian(s).
  - Detention and/or suspension from school and/or school-related activities.
  - Expulsion from school and debarment from school property.
  - Notification to law-enforcement agency(ies).
  - Legal action and/or prosecution.

# ESTANCIA MUNICIPAL SCHOOL DISTRICT

## ACCEPTABLE USE AGREEMENT FOR TECHNOLOGICAL RESOURCES

### STUDENT FORM

Last Name: \_\_\_\_\_  
Please Print

First Name: \_\_\_\_\_  
Please Print

School/Site: \_\_\_\_\_  
Please Print

Date of Birth: \_\_\_\_\_  
Please Print

I have read, understand, and will abide by the conditions stated in the Estancia Municipal Schools Acceptable Use Policy for Technological Resources. I further understand that any violation of this policy may result in disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT/GUARDIAN:

Your signature below indicates the following:

- Your approval of / and agreement to abide by the Estancia Municipal Schools Acceptable Use Agreement for Technological Resources.
- Your commitment to accept full responsibility for any and all actions of your child while using the Estancia Municipal Schools Technological Resources Off-Campus.
- Your permission for your child to use the Estancia Municipal Schools Technological Resources.
- Your commitment to have your child follow the conditions of the Estancia Municipal Schools Acceptable Use Agreement for Technological Resources.

As the parent/guardian of ( \_\_\_\_\_ student's name), I have read, understand, and support the conditions of the Estancia Municipal Schools Acceptable Use Agreement for Technological Resources. I understand that access to computer resources is designed for educational purposes and that Estancia Municipal Schools has taken precautions to eliminate inappropriate materials/use.

However, I also recognize it is impossible for the schools to restrict access to all controversial materials on the internet or to monitor all materials being placed on a computer system by its users. I will not hold Estancia Municipal Schools or its employees responsible for materials acquired on the internet or for inappropriate materials that have been placed on a computer system without the permission of the responsible adult or system administrator.

I hereby give permission to issue an account (login) for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_ (Daytime) \_\_\_\_\_ (Evening)

# ESTANCIA MUNICIPAL SCHOOL DISTRICT

## ACCEPTABLE USE AGREEMENT FOR TECHNOLOGICAL RESOURCES

### STAFF FORM

Additional Policy for Staff:

District electronic equipment is assigned by classroom and/or office and is checked out to the staff assigned to that room for educational purposes only, and should be used to increase productivity and improve instruction. Equipment should not be removed from a classroom or taken off campus without express written or verbal consent of the Technology (IT) Department.

Employees are expected to protect District property, electronic equipment and laptops with proper care, storage and security when in their care. When not in use, leaving laptops and electronic equipment in a locked cabinet or locked classroom is generally considered an acceptable means of protection. Employees should never leave a laptop or electronic equipment in their vehicle.

Employees may be held liable for damage or loss of electronic equipment and/or laptops if inconsistent with normal wear and tear; or if damage and/or loss is indicative of negligent behavior.

Employees will IMMEDIATELY notify their supervisor and the Technology (IT) Department at either when any equipment is missing or damaged. A police report indicating the laptop serial number is required for laptops believed to be stolen.

*Student Data is Confidential*, District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Last Name: \_\_\_\_\_  
Please Print

First Name: \_\_\_\_\_  
Please Print

School/Site: \_\_\_\_\_  
Please Print

If you are assigned a portable device please fill in this bottom portion, this will act as your checkout form:

Equipment Type: \_\_\_\_\_  
Please Print

Inventory No.: \_\_\_\_\_  
Please Print

Estimated Value: \_\_\_\_\_  
Please Print

I have read, understand and will abide by the conditions stated in the Estancia Municipal School District Acceptable Use Agreement for Technological Resources. I further understand that any violation of this policy may result in disciplinary action.

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

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