

## **Palestine I.S.D. Student Handbook -**

### **Responsible Use Guideline (RUG) for Technology**

#### **BULLYING/CYBERBULLYING**

Students are not allowed to threaten or harass other students in any manner. Students may be disciplined for threats made outside of school if the threat causes material or substantial disruption at school, including, but not limited to, the following:

- Communicating oral or written threats to cause harm or bodily injury to another student, district employee, official, volunteer, or school property, including threats made using the Internet or other computer resources at school.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, harassing, or illegal.
- Violating policies or rules for computer use or Internet access.
- Transmitting/displaying material that is sexually oriented, pornographic, obscene, or reveals a person's private body parts.

#### **ELECTRONIC COMMUNICATIONS DEVICES**

The district prohibits students from using electronic communication devices without permission at school during the instructional day and lunch. The instructional day is determined by the Principal. Electronic communication devices include but are not limited to:

Portable telephones (including cellular, digital, camera, Internet capable, etc.) two- way radios, pagers, beepers. Any other electronic device capable of transmitting electronic signals (including: Bluetooth and/or infrared technology, iPods, MP3 players, handheld games, Blackberries, Smartphones, etc.)

Students may possess electronic communication devices at school; however, such devices, including accessories for such devices, shall not be visible and shall remain off during the school day. Students may use PDA's (Personal Digital Assistants) during the school day with the permission of the classroom teacher for instructional purposes only. To help ensure the testing environment is not compromised, schools may impose different rules for possession of electronic communication devices on days that statewide assessments or district benchmark tests are administered.

A student violates this guideline if the electronic communication device is either visible and/or turned on without the express permission of a school official. A violation of this policy will result in the confiscation of the device. The device will be returned to the student upon payment of a \$15.00 administrative fee. Repeated violations of this guideline can result in the administrator request of a parent conference/pickup or confiscation of the phone for the remainder of the semester or school year. Students who use their cell phones to record inappropriate behavior at school may lose the right to bring cell phones to school.

The district expects that parents will promptly retrieve electronic communication devices confiscated under this guideline. The district is not responsible for theft, damage, or loss of such confiscated devices. Any devices not retrieved by noon on the last school day of the semester in which the device is confiscated will not be returned and will be forwarded to District administration for disposal.

## **MISUSE OF TECHNOLOGY RESOURCES AND THE INTERNET**

Students shall not:

- Violate policies, rules, or agreements signed by the student and/or agreements signed by the student's parent/guardian regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off-school property, in order to cause a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computer equipment, district data, the data of others, or other networks connected to the district's system, including off-school property in an attempt to cause a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property, in an effort to cause a substantial disruption to the educational environment.

Inappropriate use of electronic communications constitutes a Level 1 offense for students, and "hacking" constitutes a Level 2 offense as outlined in the PISD Student Behavior Policy. Offenses will be dealt with according to District policy.

## **Palestine I.S.D. - Parent/Student Handbook**

### **Responsible Use Guideline (RUG) for Technology**

#### **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

##### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones.**

The district prohibits students from using electronic communication devices without permission at school during the instructional day and lunch. The instructional day is determined by the Principal.

Electronic communication devices include but are not limited to:

Portable telephones (including cellular, digital, camera, Internet capable, etc.) two- way radios, pagers, beepers. Any other electronic device capable of transmitting electronic signals (including: Bluetooth and/or infrared technology, iPods, MP3 players, handheld games, Blackberries, Smart phones, etc.)

Students may possess electronic communication devices at school; however, such devices, including accessories for such devices, shall not be visible and shall remain off during the school day. Students may use PDA's (Personal Digital Assistants) during the school day with the permission of the classroom teacher for instructional purposes only. To help ensure the testing environment is not compromised, schools may impose different rules for possession of electronic communication devices on days that statewide assessments or district benchmark tests are administered.

A student violates this guideline if the electronic communication device is either visible and/or turned on without the express permission of a school official. A violation of this guideline will result in the confiscation of the device. The device will be returned to the student upon payment of a \$15.00 administrative fee. Repeated violations of this guideline can result in the administrator's request for a parent conference/pickup. If repeated or severe violations of the cell phone use guideline continue after a parent conference, the student's privileges may be revoked permanently or long-term.

The district expects that parents will promptly retrieve electronic communication devices confiscated under this guideline. The district is not responsible for theft, damage, or loss of such confiscated devices. Any devices not retrieved by noon on the last school day of the semester in which the device is confiscated, will not be returned and will be forwarded to District administration for disposal.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen electronic communications devices. For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The [student/parent] may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Responsible Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district- owned or personally owned, if it results in a substantial disruption to the educational environment. In order to ensure that students are not practicing unacceptable and/or inappropriate uses of technology resources, in addition to its own monitoring system, Palestine ISD utilizes a Human Monitoring Service (HMS) provided by the student email provider. The HMS is constantly reviewing and monitoring student accounts to apply consistent, district-approved policies to any violations, while also keeping the District informed of such violations. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequences may rise to the level of expulsion.

# PISD Technology Responsible Use Guidelines (RUG) and Student Online Safety Pledge

As a STUDENT of Palestine I.S.D., I have read the District's RUG (Responsible Use Guideline) and agree to abide by its provisions. It is understood that access to the Internet, the District's Computer Network System, or District's technology is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action, or legal action, as deemed appropriate. In addition, I understand that there are certain rules about what I should do online. I agree to follow these rules:

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers, to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's guideline.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

As the parent/guardian of \_\_\_\_\_, I have read the Palestine ISD's Technology Responsible Use Guideline (RUG). In consideration for my student's use of Palestine ISD's Internet, Computer Network System, and Technology, I hereby release Palestine ISD, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my student's use of, or inability to use, the system, including, without limitation, the type of damage identified in the Palestine ISD RUG.

\_\_\_ YES, I give my student permission to participate in the District's Internet System, Network System, and/or with the District's Technology and certify information on this form is correct. *I also certify that I have gone over this information with my student and that he/she understands the consequences of violation of this guideline.*

\_\_\_ NO, I do not give permission for my student to participate in the District's Internet System, Network System, and/or with the District's Technology.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Phone Number

*The Palestine ISD does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law in employment, educational programs, or activities.*