

Santa Gertrudis ISD

CIPA - Compliant

Internet Safety and

Acceptable Use Policy

Please read forms with your student(s) to achieve an understanding by you, the parent(s), and your student(s) of the proper use of school technology equipment, email, and Internet usage.

Please complete all information and sign page 9 of this document. Please return page 9 to your homeroom teacher.

The Technology Department keeps an updated website page of valuable information for parents on Internet Safety concerns.

https://www.sgisd.net/apps/pages/index.jsp?uREC_ID=2154924&type=d&pREC_ID=2169782

Santa Gertrudis ISD CIPA-Compliant Internet Safety & Acceptable Use Policy

Introduction

Santa Gertrudis ISD recognizes that access to technology in school gives students, staff, parents, visitors, guests, and community (henceforth: Users) greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student, staff, parent, visitor, and community use.

It is the policy of Santa Gertrudis Independent School District to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254()]; and
- (e) All district Internet usage (websites, email, Google applications, etc.) will be actively monitored using Deledao Web Content Filter and Bark.us.

Technology Usage

All technologies provided by the District are intended for educational purposes. All users are expected to use good judgement and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Definitions

Key terms are as defined in the Children's Internet Protection Act.

This Internet Safety Policy and Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the district campus.

- The Santa Gertrudis ISD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of district resources can result in disciplinary action.
- Users of the districts network or other technologies are expected to alert District staff immediately of any concerns for safety or security.

Web Access

Santa Gertrudis ISD provides its Users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Technologies Covered

Santa Gertrudis ISD may provide Internet access to: desktop computers, laptop computers, chromebooks, or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Santa Gertrudis ISD will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

School Devices

Santa Gertrudis ISD may provide Users with computers or other devices to promote learning outside of the classroom. Users should abide by the same Internet Safety and Acceptable Use Policies when using school devices off the District network as on the District network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report and loss, damage, or malfunction to the Santa Gertrudis ISD staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of District issued mobile devices off the District network may be monitored.

Personally-Owned Devices

Students are permitted to use personally-owned laptops during school hours for educational purposes, as directed by a teacher or staff member. Cell phones and smartwatches are not authorized for use during school hours, in accordance with the District’s Cell Phone Policy.

Artificial Intelligence (AI) Use

Acceptable Use:

AI tools may be used to support learning, creativity, and productivity in areas such as writing assistance, research, and tutoring. Students should apply AI ethically by verifying information, citing sources, and maintaining academic integrity. AI should be used to enhance—not replace—critical thinking, collaboration, and original work. All use of AI tools should follow teacher or staff guidance when completing assignments or projects.

Unacceptable Use:

It is not acceptable to submit AI-generated work as original without proper disclosure or citation. Students should not use AI to create or spread misinformation, offensive content, or to impersonate others. Relying on AI to complete assessments or assignments dishonestly is prohibited. Additionally, using AI tools that violate school policies or the tool's terms of service is not permitted.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Santa Gertrudis Independent School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Email

Santa Gertrudis ISD may provide users (Students grades PK through 12th, Staff, and designated individuals/groups) with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users are provided with email accounts which they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or not trusted

origin; 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. Email usage may be monitored and archived.

Social / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Santa Gertrudis ISD may provide users with access to websites or tools that allow communication, collaboration, and sharing among users.

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

Security

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

If you believe a computer or device you are using might be infected with a virus, please alert a District staff member. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe or .msi programs over the district network or onto school resources without express permission from the Technology staff.

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

Plagiarism

Users should not plagiarize (or use as their own), without citing the original creator content, including words or images, from the Internet. Users should not take credit for things they didn't 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 phone number, address, social security numbers, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should

carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the Santa Gertrudis Independent School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Superintendent or designated representatives.

The Superintendent or designated representatives will provide age appropriate training for students who use the Santa Gertrudis Independent School District's Internet facilities. The training provided will be designed to promote the Santa Gertrudis ISD's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Santa Gertrudis Independent School District's Internet Safety Policy;
- b. Student safety with regard to:
 - i. Safety on the Internet;
 - ii. Appropriate behavior while on online, on social networking websites, and in chat rooms; and
 - iii. Cyberbullying awareness and response.
- c. Compliance with E-Rate requirements of the Children's Internet Protection Act ("CIPA").

Limitation of Liability

Santa Gertrudis ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Santa Gertrudis ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Santa Gertrudis ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District's network

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

Violations

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges,
- Notifications to parents,
- Detention or suspension from school and school-related activities, and/or Legal action and/or prosecution.

SIGNATURE PAGE
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Student and Parent Agreement for Santa Gertrudis ISD Acceptable Use of the District's Technology Resources
The Student Acceptable Use of Technology Resources Agreement must be renewed each academic year.

Student Name (please print): _____ Grade _____

THIS SECTION TO BE COMPLETED FOR STUDENT USERS

I understand that my use of the Santa Gertrudis District's technology is not private and that the District will monitor my activity.

I have read the Santa Gertrudis District's resources policy, associated administrative regulations and this user agreement and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources.

Student Signature: _____

PARENT/GUARDIAN AGREEMENT

_____ I do not give permission for my child to access the District's technology resources.

I have read the Santa Gertrudis ISD District's technology policy, associated administrative regulations, Acceptable Use Policy, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the Santa Gertrudis District, it's 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 or, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

_____ I give permission for my child to access the Santa Gertrudis ISD District's technology resources and certify that the information contained on this form is correct.

Parent Name (please print): _____

Parent Signature: _____

Home Address: _____

Date: _____ Home/Cell Phone Number _____

THIS SECTION TO BE COMPLETED FOR EMPLOYEE USERS

Employee Name (please print): _____

Employee Signature: _____

THIS SECTION TO BE COMPLETED FOR NON-SCHOOL USERS

Guest Name (please print): _____

Guest Signature: _____

Company: _____

Date: _____