

Student Code of Conduct and Responsible Use Guide (RUG)

All students must abide by the Richardson ISD Student Code of Conduct, which includes the Responsible Use Guide (RUG) for technology tools. Students receive an updated copy of this document each school year, and a parent signature is required to acknowledge all policies and procedures.

The text below outlines some key takeaways from the Student Code of Conduct specifically related to district technology usage. To view a PDF of the complete Student Code of Conduct, please visit the [RISD Student Services page](#).

Digital Citizenship

Users of RISD technology resources should practice appropriate digital citizenship. All information transmitted digitally is public and permanent. Appropriate digital citizenship includes, without limitation:

Respecting Yourself. When applicable, select online names that are appropriate. Use appropriate language/content in all online posts, as users continuously represent RISD whenever and wherever they use online communications.

Protecting Yourself. Users will not publish personally identifiable information or data for themselves or anyone else. Users are the custodians of their accounts and are responsible for all activity initiated by and/or performed under their accounts. It is the responsibility of each user to appropriately secure account credentials (user IDs/passwords) and to maintain and backup all of their data. If a user is uncertain whether a specific computer activity is permitted or appropriate, he/she should ask a teacher/administrator before engaging in the activity.

Respecting Others. Users will not use technology resources to bully, harass or tease other people. Users will not make an audio or video recording of any student, teacher, or administrator without prior permission from the subject. No user will pose as someone else, or pose as a user other than him or herself when online. Users will not access, download, or modify accounts, files, or data belonging to others.

Protecting Others. Users will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology. Users will respect the privacy of others throughout the RISD network and on the Internet and not share or access Users' folders, files, or data without authorization.

Respecting and Protecting Intellectual Property. Users will adequately cite any and all websites, books, media, etc. used in creating homework or other school projects. Users will respect all copyrights, requesting permission for the use of software, media, and the intellectual property of others.

District Account Management

Students and staff may be required to have accounts in third party systems (SchoolWires, GAFE, Scholastic, Discovery Education, etc.) managed by RISD. These RISD accounts will be used at school for instructional purposes, but also may be accessed outside of school. These tools are deemed relevant to achieving the District's vision, mission, and goals set forth within the curriculum and instructional objectives. In addition, the use of these accounts will help users master effective and proper online skills as required in the Technology Application Standards. The third parties may collect information that is subject to the Children's Online Privacy Protection Act (COPPA). A parent's signature on the Acknowledgment authorizes the District to provide consent to those third parties under COPPA. Information provided to third parties for such accounts will be limited to a student's name, district provided email address and birthdate (if required). 93 Responsible Use Guidelines of Technology Resources – Page 3 June 2016

Single Sign On (SSO)

RISD maintains a Single Sign-On (SSO) solution to better serve the district's digital sign-on needs. The SSO portal consists of easy to use links to district sites and affiliated programs, tailored for each individual. Authentication to these sites is bypassed in the single sign-on environment. This allows both teachers and students to have faster access to common district tools without the need for multiple passwords. • Students K through 12 will have access to the SSO portal using their Google credentials. (K - 2 will have Google credentials to use SSO but will not retain access to any of the Google Apps, including Gmail, drive, etc. associated with district Google accounts. • Staff will access SSO using their current Active Directory domains accounts. • Staff access to SSO will require two-factor authentication to insure security and privacy of data.

Copyright

Copyright is a form of protection given to individuals when they create original work. This includes images, music, videos, stories, research publications, and more. RISD supports the understanding of copyright guidelines and proper citations through the implementation of ELAR TEKS and lessons provided by the Library Media Services department. The district also provides subscription access to various materials and resource databases that students and staff can use for projects, papers, and other assignments. Using these district-supported resources ensures that information is reliable and can be appropriately referenced and cited. For more information, please contact your campus librarian or visit Copyright.gov.