



# Canutillo ISD Parent & Student Responsible Use Agreement for Canutillo Connect/BYOD Devices

## General Use

1. Use of Canutillo Connect is a privilege that is provided to help students complete and deliver educational obligations. Canutillo Connect provides students with the means for communicating effectively with teachers, administrators and peers. Canutillo Connect resources should be used in a manner that enhance students' educational experiences and complies with this policy and regulations established from time to time by the CISD IT team.
2. For those students participating in the Canutillo Connect program, the District provides District-owned technology devices for approved instructional purposes (each, a "Canutillo Connect Device"). Canutillo Connect Devices are to be used at the discretion of the classroom teacher.
3. Students may use personal technology devices, also known as "Bring Your Own Device" (each, a "BYOD Device") for instructional purposes, but must follow Sections 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 of this Responsible Use Agreement and any associated campus rules. While at school, BYOD Devices are to be used at the discretion of the classroom teacher. Each BYOD Device must meet District specified requirements.
4. BYOD devices must use the District network.
5. The District is not responsible for damaged/lost/stolen BYOD Devices.
6. A student with a Canutillo Connect Device may utilize any of the available electronic communication tools to communicate with all authorized users participating in Canutillo Connect as specified in this agreement.
7. A student with a Canutillo Connect Device will have one (1) registered email account per device (District-provided email through Google G Suite). A student with a BYOD Device will have one (1) registered email account (District-provided email through Google G Suite).
8. Students must keep personal information, including their logins, passwords, personal addresses, and personal home telephone numbers confidential. Students must only use assigned accounts and not view, use, or copy passwords, data, or networks to which they are not authorized. Violations will be dealt with by campus administration in accordance to district policies.
9. THE DISTRICT RESERVES ITS RIGHTS OF SOVEREIGN IMMUNITY AND RIGHTS UNDER THE TEXAS TORT CLAIMS ACT.
10. The District may monitor student activity on Canutillo Connect Devices wherever located, and on BYOD Devices during school or at District facilities. This monitoring will not extend outside of school or District facilities for BYOD Devices.

## Pictures & Video

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.



## INFORMATION TECHNOLOGY SERVICES

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11. All pictures and videos taken in-school must have the consent of individuals included in the picture or video.
12. Students may not record any portion of an active classroom without the teacher's consent. The recording of any aspect of an active classroom without the consent of a teacher will result in campus disciplinary action, including, and up to termination of the student's participation in Canutillo Connect.
13. Students may not take pictures or video of any tests or assessments. The transmission of such material will result in disciplinary action, including but not limited to termination of the student's participation in Canutillo Connect.
14. The use of any device capable of capturing images (e.g., cellphone) is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.
1. Flaming. Messages with anger/ vulgarity or threats of violence.
2. Harassment. Sending nasty, mean, or insulting messages.
3. Denigration. "Dissing" someone online. Sending or posting gossip or rumors about a person to damage reputation or friendships.
4. Impersonation. Pretending to be someone else and sending or posting material to damage reputation or friendships or to "flame".
5. Outing. Sharing secrets or embarrassing information or images
6. Trickery. Influencing another to reveal information, then sharing it
7. Exclusion. Intentionally and cruelly excluding from a group.
8. Cyberstalking. Repeated harassment & denigration creating significant fear

### *Network Practices*

15. All students will observe network security practices, as posted and practiced by their individual school. Students must report security risks or violations to a teacher or network administrator.
16. Students will only download software that has been authorized to them individually or as a group by teachers, administrators or project staff. Software downloads will be available on the self-serve platform.

### *Anti-Bullying*

17. Students may not engage in any form of online bullying which shall include but not be limited to the following:

### *Other Prohibitions*

18. A student may not remove any District identification from a Canutillo Connect device. A fee of \$5 will be assessed for missing district asset tags.
19. A student shall not deface Canutillo Connect Device, including but not limited to marking on any surface of such device.
20. It is prohibited to loan a Canutillo Connect Device to any individual.
21. A student's Canutillo Connect Device is subject to confiscation if such student is suspended or expelled. A Canutillo Connect Device for which is damaged, lost, or stolen fees have not been paid or waived may be shared by other students, and must be returned at the end of class so that it is

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available for use by student(s) in subsequent classes. Any Canutillo Connect Device or BYOD Device is subject to confiscation for violation of applicable provisions of this Responsible Use Agreement. If a BYOD Device is confiscated for such reason, it may be retrieved for a fee of up to \$15 (unless waived by the District); a non-retrieved BYOD Device will be disposed of after the notice required by law.

22. Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic content that is abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal; this prohibition also applies to conduct off school property if it results in a substantial disruption to the educational environment, whether the equipment used to send such messages is a Canutillo Connect Device or BYOD Devices.
23. Violation of any provision of this Responsible Use Agreement may be subject to discipline according to the Student Code of Conduct, which may rise to the level of expulsion, may lose eligibility for use of a Canutillo Connect Device and/or may be reported to law enforcement.
24. Students will not access (or destroy or damage) data, networks, or resources of others, without clear permission of the owner.
25. Malicious use of the District network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a system/network is prohibited.
26. See <http://beforeyoutext.com>, addressing consequences of engaging

- in inappropriate behavior using technology for more information.
27. Students are prohibited from sharing passwords and accounts not belonging to them.

### ***Intellectual Property and Data Storage***

28. Downloading, copying, duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except when permitted by District.
29. Students must ask a teacher in advance if they believe the materials used and/or actions may be in violation of copyright or plagiarism
30. Students may access internet sites and upload any type of file to their Google Drive unlimited storage account, so long as the content does not contain the listed items below (provided, however, that, exemptions to the below may apply when students are engaging in activities directed by their teacher):
  - Does not contain derogatory or defamatory statements or profanity
  - Does not contain sexually explicit content or pornography/erotica
  - Does not contain violence or forms of graphic or "extreme" content
  - Does not promote, enable, or discuss bigotry/discrimination/hate
  - Does not promote, enable, or discuss gambling, recreational drug use, alcohol, or other activities frequently considered to be vice

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- Does not promote, enable, or discuss system cracking, software piracy, or other potentially illegal acts, plagiarism, or cheating
31. In accordance with law, including without notice where permitted by such law, a student's BYOD Device, Canutillo Connect Device, or cloud storage files may be searched by authorized personnel and any such search may result in disciplinary action according to the Student Code of Conduct.
32. Each student must comply with the terms of the Acceptable Use Agreement for Internet Access under District Board Policy CQ(Exhibit B). The Acceptable Use Agreement applies to activities while using the District network, whereas the terms of this Responsible Use Agreement apply whether or not such network is utilized. In the event of any conflict or inconsistency between the terms of this Responsible Use Agreement and the terms of the Acceptable Use Agreement, the terms that are most protective of the District and restrictive upon the student shall govern.

### *Loss or Damage*

33. If a Canutillo Connect Device issued to a student is not returned to the District in acceptable condition, such student's right to use a Canutillo Connect Device or other District-owned device outside school and school hours may be forfeited unless the District is paid the repair or replacement costs for such Canutillo Connect Device in accordance with the Canutillo Connect Device Fee Schedule included at the end of this Responsible Use Agreement. The

- parties acknowledge and agree that such fee schedule is subject to change from time to time by the District, represents reasonable estimates of the District's likely repair and replacement costs for particular circumstances, and does not constitute a penalty or fine. Such costs may be waived or reduced by the District for qualifying low-income students.
34. Campus administration may choose to authorize payment plans for major repairs over a specified period of time as to not interfere with student's academic progress.
35. In this Responsible Use Agreement:
- (a) electronic instructional materials are considered to be in acceptable condition if: (i) all components or applications that are a part of the electronic instructional materials are returned; (ii) the electronic instructional materials do not contain computer code (bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and (iii) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the District; and
  - (b) technological equipment is considered to be in acceptable condition if: (i) the equipment is returned with the software and hardware in their original condition unless the District authorized such changes; and (ii) the physical condition of the equipment has been cared for appropriately such that the equipment is not broken or damaged beyond cost-effective replacement or repair.

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**Good Practices for Protecting Digital Devices**

- No food or drink next to your device while it is in use.
- Insert cords, cables, and removable storage devices carefully.
- Never carry laptops by the screen; place in laptop case/carrier.
- Shut down devices when not in use to conserve battery life.
- Avoid extreme temperature or direct sunlight for long periods.
- Warm your laptop to room temperature prior to turning it on.
- Carry your device in a padded case whenever possible.
- The device's screen can be damaged if subjected to rough treatment or excessive pressure; don't lean on top of the device.
- Don't poke the screen or place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Keep your laptop clean with a soft dry micro-fiber cloth, do not use window cleaner or any bottled fluids.





In the event an apple device is not returned to the District in "acceptable condition" as described in the Responsible Use Agreement or it requires repairs, the fees to reimburse the District for the applicable repair or replacement costs shall be as follows, depending upon which one or more of the following problems apply to such device.

**Elementary school:**

**IPad**

**PreK-2<sup>nd</sup> grade**



Description	Cost	Item
IPad Charging Cable	\$14.40	
IPad Power adapter	\$15.30	 <i>*duck head not included</i>
Duck head adapter	\$7.00	
STM Dux Plus Case	\$56.00	
Accidental damage deductible	\$100.00	

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Elementary school/Middle School:  
 MacBook Air A2197/A1466 (Non-Retina)



Description	Cost	Item
Power adapter	\$54.90	
Duckhead adapter	\$7.00	
Logic board	\$307.12	
Flash storage	\$56.00	
Screen	\$307.12	
Battery	\$97.00	
Topcase with keyboard	\$175.00	
Trackpad	\$53.00	
Brenthaven DROP case	\$124.00	
Beyond repair/lost device/water damage	\$699.00	

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Middle school/High school/Staff:  
 MacBook Air (13 inch- Retina Display)  
 Model A2197/A1932



Description	Cost	Item
Power adapter	\$37.80	
Power adapter USB-C Cable	\$14.40	
Duckhead adapter	\$7.00	
Logic board	\$307.12	
Flash storage	\$56.00	
Screen	\$307.00	
Battery	\$92.00	
Topcase with keyboard	\$219.00	
Trackpad	\$53.00	
Brenthaven DROP case	\$124.00	
Beyond repair/lost device/water damage	\$699.00	

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**Student Attestation**

I agree to follow the terms of the Responsible Use Agreement applicable to BYOD Devices, the Good Practices, and the Responsible Use Pledge for BYOD Devices.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent/Guardian Attestation**

As parent/guardian of my child, I attest that he/she/they understands the terms of the Responsible Use Agreement applicable to BYOD Devices, the Good Practices, and the Responsible Use Pledge for BYOD Devices that he/she has signed. I will reinforce such understanding with my student. I further agree to Section 9 of the Responsible Use Agreement.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**ELECTRONIC COMMUNICATION AND DATA MANAGEMENT CQ (EXHIBIT B)**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT STUDENT ACCEPTABLE USE AGREEMENT**

Print Name \_\_\_\_\_ Campus \_\_\_\_\_

Student ID \_\_\_\_\_ Grade \_\_\_\_\_

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or Revocation of system access.

I understand that some of my original work may be electronically displayed on the district's website, newspaper articles, district publications and I, \_\_\_\_\_ give my permission  
(Printed Student Name)

for my work to be electronically displayed and produced by the District.

I, \_\_\_\_\_, give my permission for certain personally identifiable  
(Printed Student Name)

information or a photograph of myself to be electronically displayed and produced by the District.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT or GUARDIAN**

I have read the District's (CQ Local, CQ Legal, and CQ Regulation) electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its 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 of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

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\_\_\_\_\_ I give permission for my child to participate in the District's electronic communications system and understand that the display of original work and certain personally identifiable information or photograph of my child may be used for promoting educational programs and activities. I certify that the information contained on this form is correct.

Print name parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_

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I, \_\_\_\_\_, DO NOT give permission for my child to participate in the District's electronic communications system.

***Library Admin Use Only Notes:***

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