Staff Acceptable Use Policy

Our students and employees use technology to learn. Technology is essential to facilitate the creative problem solving, collaboration and 21st century skills that we see in today's global economy. While we want our students and staff to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Acceptable Use Policy supports our vision of technology use and upholds in our users a strong sense of digital citizenship. This policy applies to all Garland Independent School District (GISD) computer networks (including the resources made available by them), electronic communication systems, and all devices connected to those networks

ACCEPTABLE USE and DIGITAL CITIZENSHIP

- **Respect Yourself:** Select online names, language/content and posts that are educationally appropriate.
- **Protect Yourself:** Do not publish personal details, contact details, or a schedule of activities. Unless otherwise authorized, account holders are responsible for all activity initiated by and/or performed under these accounts. It is the owner's responsibility to appropriately secure account credentials and maintain and back up all data. If uncertain whether a specific computer activity is permitted or appropriate, an immediate supervisor administrator must approve before engaging in that activity.
- **Respect Others:** Do not use technologies to bully or tease other people. Do not make audio or video recordings of students/employees without their prior permission. Posing as someone else is forbidden.
- **Protect Others:** Maintain a safe computing environment by notifying appropriate campus/department officials of inappropriate behavior, vulnerabilities, risks, and breaches involving district technology.
- **Respect Intellectual Property:** Suitably cite any and all use of websites, books, media, etc. and respect all copyrights. Follow all copyright laws.
- **Protect Intellectual Property:** Request to use the software and media that others produce.

GENERAL GUIDELINES

- The purpose of a user account is to access the GISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.
- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
- **Employees should have no expectation of personal privacy in any matters stored in, created, received, or sent through the GISD computer network.** These are subject to review by the GISD at any time with or without notice, with or without cause and without permission of any student or parent/guardian or employee.

- It is all staff member's responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response. This may be done in a variety of ways such as once a year short training sessions, one-to-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.
- A content filtering solution is in place in order to prevent access to sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the GISD. However, GISD staff are expected to actively monitor and guide students in their use of technology and appropriate resources.

GOVERNMENT LAWS

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:
1. Criminal Acts – These include, but are not limited to:
   - unauthorized tampering with systems, software, or equipment
   - cyber stalking
   - vandalism
   - harassing email
   - child pornography
   - cyberbullying
2. Libel Laws - You may not publicly defame people through published material.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

Children's Internet Protection Act (CIPA)

In compliance with the Children's Internet Protection Act (CIPA), all students and faculty must watch the GISD on-line safety video.

This video addresses:
- access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding minors;
- measures designed to restrict minors' access to materials harmful to minors; and

- educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

In compliance with this law, GISD also protects against access by adults and minors to visual depictions that are obscene. GISD will disable login accounts for students or adults who violate any GISD internet security practice. GISD can monitor any and all online activity.

BRING YOUR OWN DEVICE

Students and staff may use a personal device for instruction. If personal devices are damaged or stolen while on GISD property, GISD will not be liable for the replacement or repair of any personal device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by GISD.

ACKNOWLEGEMENT

By signing and returning this document, I acknowledge that I understand and will abide by the district Acceptable Use Policy. If I violate this agreement, the consequences could include suspension of BYOD privileges, district-owned accounts, and network access. In addition I could face disciplinary and/or legal action including but not limited to: criminal prosecution and/or penalty under appropriate state and federal law.

The following actions are not permitted and could result in the consequences outlined above:
- Users may not attempt to disable or bypass the GISD content filter.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not use their accounts for non-school related activities including but not limited to:
  - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations;
  - Political activity; lobbying for personal political purposes; or
  - Solicitation activities for personal or religious purposes.

- Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate school rules or GISD policies. The GISD policies against harassment and discrimination apply to the use of technology.

The Chief Technology Officer and the campus principal will deem what is considered to be inappropriate use of the GISD computer network. The campus principal may suspend an account

or network access at any time. In addition, the administration, faculty, and staff of the GISD may request that a user's account be suspended or denied at any time.

By signing and returning this document,

- I have read and **will abide** by the Acceptable Use Policy.

DISCLAIMER

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district uses a variety of vendor-supplied hardware and software. Therefore, the district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the district warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's computer systems and networks.

TERM

This policy is binding for the duration of the staff member's employment in GISD until replaced by a subsequently promulgated, signed Staff Acceptable Use Policy.

Employee Name:_____Campus:_____

Date:_____