

Ingram Independent School District Acceptable Use Policy for Employees 2024 - 2025

Employees are being given access to Ingram ISD's network and technology resources. At Ingram ISD, we use the network and technology resources as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (computers, tablets, cell phones, laptops, and more) and district approved applications.

IISD employees are expected to help students use new technologies in a meaningful, safe, and responsible way. Furthermore, as a user of the district's network and technology resources, the employee is expected to use the system with courtesy, respect, and integrity.

In accepting the IISD Acceptable Use Policy agreement, employees acknowledge the following rules and conditions:

- Technology will be used in a meaningful, safe, and responsible way.
- The IISD employee represents the school district in all professional and personal online activities. Additionally, the employee understands that his/her activities on social media should not reflect negatively on students, parents, teachers, or on the District.
- The IISD employee will use technology resources productively, appropriately, and primarily for school-related purposes. He/she will avoid using any technology resource in such a way that would disrupt the activities of other users.
- The IISD employee will use digital communication (email, texting, video, and photo sharing apps) with the understanding he/she is creating a digital reputation.
- The IISD employee will not use district resources for political advertising, lobbying, or campaigning.
- The IISD employee will not use district resources for the promotion of commercial goods or services for personal gain.
- The IISD employee understands that all district equipment, the district network, and the assigned district accounts are property of IISD and can be monitored.
- The IISD employee will conserve district resources through the proper use of printers, server space, video or audio streaming, and network bandwidth.
- The IISD employee understands that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- Employees will be held to the same professional standard in their public use of electronic media as they are for any other public conduct (see DH LOCAL).

As a user of IISD information resources, employees may have access to student and/or employee data that is private in nature and classified as Confidential or High-Risk. The employee will access and protect student and employee data as follows:

- The IISD employee will adhere to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA) in regard to student/employee information.
- The IISD employee will not disclose private, confidential, or high-risk student/employee information to unauthorized parties.
- The IISD employee will not enter any data or change any data that he/she does not have permission to enter or change.
- The IISD employee agrees to immediately notify the Technology Department if he/she knows or suspects any violations dealing with student/employee data.
- The IISD employee understands that any violations in data privacy can result in disciplinary action, revocation of technology access, and may subject him/her to criminal penalties.

Technology will be used in accordance with the laws of the United States and the State of Texas:

- Criminal acts – These include, but are not limited to, “hacking” or attempting to access technology systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel laws - Publicly defaming people through published material on the Internet, email, etc.
- 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 engaging in plagiarism (using other's words or ideas as your own, including content developed by generative artificial intelligence).
- Prohibited technologies – TikTok and any successor application or service developed or provided by its parent company ByteDance, as well as any other applications deemed a security risk by the governor

If the employee chooses to use social media:

- The IISD employee understands his/her professional career also includes his/her digital reputation.
- The IISD employee understands all online actions leave a permanent record and remain online, even if deleted.
- The IISD employee understands, as a certified or licensed employee, that he/she may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities.
- The IISD employee understands, as a non-certified or non-licensed employee, that he/she will not use electronic media to communicate with currently enrolled students unless he/she has written authorization from the superintendent or campus principal (see DH LOCAL).

- The IISD employee understands that blogs, teacher websites, and learning management systems are an extension of his/her classroom, and it is important to actively maintain these resources.
- The IISD employee will adhere to FERPA and copyright regulations when posting student activities.
- The IISD employee will refrain from posting student photos/videos on his/her personal social media accounts.

If the IISD employee chooses to use generative artificial intelligence (AI) tools:

- He/she understands that under appropriate circumstances AI tools can be effectively used as a supplement to and not a replacement for traditional instructional methods.
- He/she assumes responsibility for reviewing and verifying the accuracy and objectivity of the content generated by AI.
- He/she will refrain from using employee and student personal identifiable information when using AI tools.

The IISD employee understands and will abide by the above Acceptable Use Policy. Should the employee commit a violation, he/she understands that consequences of his/her actions could include suspension of technology privileges, disciplinary action, and/or referral to law enforcement.