

**Ingram Independent School District
Acceptable Use Policy for Faculty & Staff
2023-2024 School Year**

Please sign and return the last page of this agreement to your principal/supervisor.

The Ingram Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing, and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).

Libel Laws - Publicly defaming people through the 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), engaging in plagiarism (using others’ words or ideas as your own). An employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.

NETIQUETTE and APPROPRIATE USE GUIDELINES:

NETWORK RESOURCES - The use of the network is a privilege, not a right, and may be revoked if abused. Faculty/staff are personally responsible for his/her actions when utilizing the school’s computer resources.

PRIVACY – Network storage areas are the property of the school district. The Network Administrator may review any storage area of the school network or email to maintain system integrity and to insure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District’s systems.

PERSONAL USE - Limited personal use is permitted as long as this does not increase the cost to the District or interfere with the operations of the network or with the performance of the employee’s duties. Use of the district’s computer (i.e. laptop), at home, can become a potential risk for viruses and spyware being introduced into the school network. Please use extreme caution when using district resources at home.

COPYING/DOWNLOADING – Faculty/Staff ARE permitted to install UPDATES pertaining to the operating system, web browsers, Adobe, and other necessary updates only after checking with district/campus technology personnel. Faculty/Staff are NOT permitted to download or install any software, shareware, or freeware onto the school's computers (webshots, gator, yahoo messenger, kazaa, weatherbug, limewire, spybot, toolbars, screen savers, etc.) Faculty/Staff are NOT permitted to intrude into others' files.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. We ask that you report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school environment. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Faculty/Staff can be permitted to send messages pertaining to SCHOOL SPONSORED events, only after checking with appropriate district/campus technology personnel or your direct supervisor. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

SOCIAL MEDIA GUIDELINES – The Ingram Independent School District understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. To this aim, Ingram ISD has developed the following regulations to provide direction for instructional employees, students and the school district community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. The Ingram Independent School District social media regulations encourage employees to participate in social computing and strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Ingram Independent School District teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these regulations. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

Blogs, Wikis, Podcasts, Social Networks, Digital Images, Video

- Ingram Independent School District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time— protect your privacy.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- When posting to a blog be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of Ingram Independent School District. Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an Ingram Independent School District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Ingram Independent School District
- When contributing online do not post confidential student information. All student information including name, photos and work to be shared with media, posted online or published is subject to approval from parents. Check with your campus technology specialist to get a copy of the list of students with parent approval.
- Personal social network accounts should not be used for educational/school use. Accounts for school use should be set up as separate accounts.
- Students cannot be required to create and/or join social network accounts.
- Parents should be notified when social networks are being used so that they understand it is an instructional/school related activity. Parents can choose not to allow their students to participate.

Copyright and Fair Us

- Respect copyright and fair use guidelines. See [U.S. CopyrightOffice - Fair Use](#).
- Hyperlinking to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When hyperlinking be sure that the content is appropriate.

Profiles and Identity

- Remember your association and responsibility with the Ingram Independent School District in online social environments. If you identify yourself as an Ingram District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No last names, school names, addresses or phone numbers should appear on blogs or wikis without parent permission. Check with your campus technology specialist to get a copy of the list of students with parent approval.
- Be cautious how you setup your profile, bio, avatar, etc.
- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Employee handbook guidelines apply to the digital world too.
- Also remember not to utilize protected images. Images should be available under Creative Commons or your own.

Social Bookmarking

- Be aware that others can view the sites that you bookmark. Be aware of words used to tag or describe the bookmark.
- Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

Instant Messaging

- Ingram Independent School District employees are required to get authorization to have instant messaging programs downloaded on their school computers.
- Ingram Independent School District employees also recognize this same authorization is required for access to instant messaging programs that are available through webinterfaces with no download
- Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section
- A written request must be submitted to the Director of Technology for approval.
- When submitting a request to the Director of Technology please include your name, building, grade level, and provide a statement explaining your instructional purposes for using the program.
- It would also be beneficial if you can tie your request to state curriculum standards or the student or teacher [National Educational Technology Standards](#).

Requests for Social Media Sites

The Ingram Independent School District understands that technology is constantly changing and that many sites have pedagogical significance for teacher and student use.

- If you would like to request that another online site be accessible to use for teaching and learning, please e-mail the District Technology Director for review.
- Requests will be reviewed and the district social media regulations will be updated periodically throughout the school year.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.

ELECTRONIC COMMUNICATION WITH STUDENTS – An employee who uses any form of electronic media (including texting) to communicate with students shall observe the following:

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters, relating to the extracurricular activity.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standards Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records
 - Copyright Law
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s), of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent, guardian, or student, the employee shall discontinue communicating with the student through e-mail, text messaging,

instant messaging, or any other form of one-to-one communication.

FACULTY/STAFF UNDERSTANDING:

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Ingram ISD has the right to access my information at any time.
- I understand that only students with proper authorization should be allowed to access the network or Internet.
- I understand that all student use of the Internet is to be vigilantly supervised.
- I will check that any personal storage devices used not contain malware or viruses and also check for inappropriate content before using it on school equipment.
- I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant- messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that my online activities can reflect on the school district. I understand that what I do on social networking websites such as MySpace, Bebo, Twitter, YouTube, and Facebook should not reflect negatively on my fellow teachers, staff, students, or on the school district. I understand that I will be held responsible for how I represent myself and my school, department or district on the Internet.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Ingram ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.
- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, downloading music or videos for personal use, playing online games, creating or printing inappropriate materials, printing excessive quantities, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.
- I will refrain from attempting to bypass or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, web-based services and/or software not approved by the Ingram ISD Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.
- I will follow all guidelines set forth by the District when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet safety.
- I understand that the school district is not responsible for any personal devices I may bring to school and I am solely responsible for my personal devices including equipment that is lost, stolen, or damaged. I also understand that I will first check with district/campus technology personnel before any personal equipment is used at school.
- I also understand that district/campus technology personnel are not allowed to work on personal electronic devices.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

**Ingram Independent School District
Acceptable Use Policy Signature sheet for Faculty & Staff
2022-2023 School Year**

ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED) IS ALLOWED AT INGRAM ISD.

FACULTY/STAFF AGREEMENT:

As a user of the school's technology resources, I understand and agree to comply with the netiquette and appropriate use guidelines outlined in the Responsible Use Technology Agreement for Faculty/Staff.

I have read the Technology Resources Policy [CQ (LOCAL)] and the Acceptable Use Policy for Faculty/Staff. I understand the conditions for use of the network and Internet resources provided by the Ingram ISD and that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

Faculty/Staff Name

(Print): _____

Faculty/Staff Signature: _____

Date: _____