

Granbury Independent School District
FACULTY & STAFF
2020-2021 Responsible Use Technology Agreement

The Granbury 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, obscenity, vandalism, interception of electronic communications, and/or unauthorized tampering with computer systems. (Policy CQ Legal) describes the Legal Framework for Technology Resources.)
- *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 other’s words or ideas as your own).

APPROPRIATE USE GUIDELINES:

TECHNOLOGY RESOURCES – The use of the District’s technology resources is a privilege, not a right. All users are required to acknowledge receipt and understand of all administrative regulations governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary actions consistent with District policies. Faculty/staff are personally responsible for his/her actions when utilizing the school’s technology resources.

MONITORED USE – All technology resources are the property of the school district. The District Technology Department staff may review any technology resource without notification in order to maintain system integrity and to ensure 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. Public Information or open records requests can be obtained for all records on technology resources including email. Faculty/Staff are NOT permitted to intrude into others’ files.

SECURITY – Accounts are never to be shared, and should never be left unattended or open. Users will be required to change passwords regularly. Faculty/Staff will restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

PERSONAL USE – Limited personal use is permitted as long as this does not increase the cost to the District or interfere with 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 into the school network. Please use extreme caution when using district resources at home.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate for educators. 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. You should 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, commercial use, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted. The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. 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. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, do not open the attachment.

RECORD RETENTION – Employees shall retain electronic records, whether created or maintained using the District's technology resources or personal technology resources, in accordance with the District's management program. The District archives email for 30 days.

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. This includes substitutes. I understand that my school network and email accounts are owned by the District and are not private. Granbury ISD has the right to access my information at any time.
- I understand that all student use of the Internet, using District technology resources or personal devices, is to be vigilantly supervised, and that I am responsible for such supervision in my classroom or whenever I am supervising students elsewhere.
- I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. 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 district-owned or personal technology devices to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about colleagues, supervisors, students, or parents, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow employees, supervisors, staff, students, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet, and that I may be disciplined for any use that is in any way disruptive to school operations, interferes with school operations, or that adversely affects or interferes with the performance of my school-related duties, or that negatively impacts any student's achievement. I understand that I am not to post on personal social media during school hours or while supervising school activities.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Granbury 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, printing excessive quantities, downloading music during school hours, playing online games, creating or printing inappropriate materials, 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, or web-based services and software not approved by the Granbury ISD Administrators or Technology Department.

- 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 student work and/or pictures online.
- 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 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 understand this includes allowing or knowingly not reporting vandalism that occurs by students under my supervision.
- Personal devices are not allowed on the GISD domain. These devices may use the Guest Network to access some outside resources. The Guest Network is filtered.
- I understand that I must abide by policies and guidelines outlined by Granbury ISD, whether I am using school or personal devices.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I will refrain from any behavior that could be deemed as bullying to colleagues, students, parents or staff and I will monitor and report instances that come to my attention.
- I understand that I am responsible for establishing and communicating clear guidelines for students and parents during online learning.
- I understand that I am responsible for notifying campus administrators if a student indicates that he/she does not have internet access at home while trying to participate in online learning.