Georgetown ISD
Technology Responsible Use Policy for Employees
Revised July 2017

In Georgetown ISD, educators use technology resources to teach skills, knowledge, and behaviors which students need to succeed in an increasingly interconnected global community. Additionally, all employees use technology resources to perform their professional responsibilities and engage in continuous learning.

Technology Resources

Teachers and staff are provided with district-owned technology resources which may include but are not limited to desktop computers, laptop computers, tablets, cell phones, and printers. All district-owned devices are connected to internal network resources and have Internet access. Teachers and staff may also be granted access to district-provided learning or productivity resources via the Internet or district network.

Employee Responsibilities

Employees are expected to model digital citizenship by conducting themselves in a safe, legal, and ethical manner at all times when using district systems and resources. Employees are held to these standards of conduct when performing job-related duties regardless of whether they are accessing resources from inside or outside GISD using district-owned, personal, or public equipment. Responsible conduct keeps students and staff safe, helps ensure the integrity and functionality of the district network to maximize learning opportunities, and complies with State of Texas learning standards and state and local board policy.

As an Employee, You are Required to Respect and Protect the:

- **Student Use of Technology Resources**
    - o Supervise and monitor student use of technology resources at school and in online environments students may be using from home. Do not allow students to use technology resources at school unless students are supervised by an adult.
    - o Ensure that students use technology resources for instructional or educational purposes, and avoid unstructured use as a reward or time filler.
    - o Ensure students are continually educated about and know how to comply with the *Technology Responsible Use Policy for Students* and the *Internet Safety Policy*.
    - o Report violations of Responsible Use Policies for students and employees to appropriate supervisors or administrators.
- **Privacy of Yourself and Others**
    - o You are responsible for usernames and passwords that are assigned to you. Create strong passwords not easy for others to guess, and do not store or display passwords anywhere except on your person (e.g. wallet, purse) or in an otherwise secure location (e.g. locked cabinet or file drawer).
    - o Do not leave a computer or resource which you are logged in to unattended. Logout or lock the resource, as applicable.
    - o Do not share your username or password for any system with anyone else or try to discover or use anyone else's username or password for any system.
    - o Do not try to access, view, or use data or network resources for which you do not have permission through any means.

- Do not sign up for an account with an online service/website/etc. using your district-issued email unless the account is for district-related or professional purposes. Follow the service/website Terms of Use, including age restrictions if intended for use with students.
- **Posting or Sharing Student Information**
  - The **Family Educational Rights and Privacy Act (FERPA)** is a federal law designed to protect the privacy of student educational records. It also establishes the rights of parents and student to inspect and review their educational records. **To comply with FERPA guidelines, Georgetown ISD requires employees to follow the procedures below.** *(See also [Georgetown ISD Board Policy FL (LEGAL)](#))*
  - **Student's photo, full name, work, and audio/video recordings:** You may use a student's photo, name, work, and audio/video recordings in print and electronic publications ONLY if the student's parent/guardian has given explicit permission. Examples of print and electronic publications are newsletters, press releases, e-news, social media (e.g. Twitter), promotional videos, publications, brochures, and websites (e.g. your teacher/classroom website, your campus website.) *Parents/guardians grant or deny this permission when they register their child for school each year, and you can find it with the student's information in Skyward.*
  - **Student's educational record information:** Information from a student's educational record is private, and you must exercise caution to determining whether it is appropriate to share this information. A student's educational record includes the student's grades (e.g. assignments, tests, progress reports, quarter, semester, final, report card), transcript, class schedule, disciplinary records, health, learning disabilities, and special needs information.
    - **Never post or share a student's educational record information publicly.** A student's grades, transcript, class schedule, disciplinary records, health, learning disabilities, and special needs information should never be included in newsletters, press releases, e-news, social media, promotional videos, publications, brochures, or websites.
    - **You may share specific information from a student's educational record with another Georgetown ISD school official, including a teacher, but only if that school official or teacher has legitimate educational interest in the information** so that they can fulfill their professional responsibility.
    - **Do not share a student's educational record information through online sharing resources, such as Google Drive.** If you must share documents that include students' educational record information digitally, use a secure internal GISD sharing method, such as a GISD internal network shared folder.
- **Integrity, Availability, and Security of all Technology Resources**
  - Use technology resources, including district-issued accounts such as email, for purposes primarily related to your job duties in a way that does not disrupt the teaching, learning, or work of others. For example, do not store personal music files, pictures, or software/games in your home folder.
  - Limit personal use of technology resources to purposes that do not impose a tangible cost on the district, do not unduly burden the network, and have no adverse effect on job performance or student academic performance. For example, do not continuously listen to or watch (stream) music, radio, news, or video from the Internet unless it is related to a learning activity.
  - Do not use district technology resources to promote, market, or sell products or services, or to lobby.
  - Do not intentionally modify computers or other equipment by attempting to install software, hacking, spreading viruses or malware, or making physical changes to or damaging technology equipment.
  - Do not attempt to bypass Internet filters by using proxy sites, hacking, or any other means. Request unblocking of educationally appropriate Internet resources using established district procedures.

- o Employees have the option to take home certain mobile devices, such as laptops that are issued to individuals, for professional use. If you take home a mobile device, you must have a home network connection which allows the device to receive software updates. Georgetown ISD is not responsible for any costs associated with connecting the device at home. If you take home a mobile device, you must also have insurance, such as homeowner's or renter's insurance, to cover the device if it is lost or stolen. You may be held financially responsible for the device if proven negligent.
  - o You may connect one personal mobile device at a time to the district's STAFF BYOD wireless network as part of our employee bring your own device (BYOD) program: www.georgetownisd.org/EmployeeBYOD. However, do not connect other personally-owned equipment to district computers, to other wireless networks, or to the wired network without prior approval from the Technology Department.
  - o Immediately report problems or security violations, such as broken equipment or inappropriate technology or password use, to a supervisor or administrator.
- **Learning Community**
  - o Adhere to the *Personal Use of Electronic Media* and *Use of Electronic Media with Students* policies as detailed in Georgetown ISD board policy and the Employee Handbook.
  - o Use communication tools in a professional, respectful manner. This includes email, websites, blogs, discussion boards, wikis, chat/instant messaging, texting, websites, and virtual learning environments.
  - o Report threatening or discomforting content that you receive or access via district resources (website, text, chat, etc.) to a supervisor or administrator.
  - o Do not intentionally access, copy, share, or create material that violates district or state standards of employee conduct, including material that is pornographic, threatening, rude, discriminatory, or meant to harass.
  - o Do not intentionally access, copy, share, or create material that violates the laws of the State of Texas or United States, including libelous/false content, obscenity, stolen materials, or illegal copies of copyrighted works.
  - o Do not create, send, or post spam, chain letters/texts, or other mass quantities of unsolicited material.
  - o Do not make online purchases, sales, advertisements, or engage in other personal business transactions unless approved as part of a district project or job duty.
- **Intellectual Property of Others**
  - o Assume all materials available on the Internet or in other digital resources are protected by copyright unless otherwise labeled. This includes text, graphics, photos, music, videos, and software.
  - o Follow Fair Use guidelines when using materials from the Internet or other digital resources in your work. Follow posted usage policies or ask permission of the original creator, and avoid plagiarism by giving give proper credit/attribution to original sources.
  - o Do not publicly re-post copyrighted material or allow it to be posted to district-provided resources, including websites and learning management systems.

Supervision and Monitoring

The district network, technology equipment, and district-issued accounts are the property of Georgetown ISD. Anything that is done on or with these systems is not private and can be monitored by district staff. Authorized Georgetown ISD employees monitor the use of technology resources to help ensure that users and data are secure and conform to district policy. Georgetown ISD reserves the right to examine, use, and disclose any data found on the district's networks or in accounts provided by or overseen by the district in order to further the health, safety, discipline, or security of any student, employee, or other person, or to protect property. Georgetown ISD may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Consequences for Violation

Use of Georgetown ISD technology resources is a privilege, not a right, and may be revoked if abused. Violations of this policy may result in disciplinary action, including the loss of privileges to use the district's information technology resources. Other consequences may also occur under board policy and other legal action may be taken in accordance with applicable laws.