Technology and Copyright - Staff Acceptable Use Policy (AUP) – CQ

Overview - The Use of Computers, the Internet, and Electronic Mail

Denton Independent School District is pleased to offer access to a computer network for file sharing, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must view the Acceptable Use Policy (AUP) video, agree to the conditions as stated in this document, and verified by your signature.

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world to enhance district curriculum. The district will filter the Internet for inappropriate material; however, employees should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

It is important that users read and understand the Denton Independent School District policy and administrative regulations, and seek guidance if items are unclear. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources. Please contact The Department of Instructional Technology at ext. 0579 if you have questions or need help in understanding this material.

Acceptable Use Guidelines - Technology

- Keep all logins private
- Even though some limited personal use is permitted, the District account is to be used primarily for instructional and administrative purposes and in accordance with administrative guidelines
- Employees must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records
- Individuals may perceive that electronic communication from you through a District-provided electronic medium, such as e-mail, is also endorsed by the District or that the District shares the same point of view
- As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their personal use of social media as they are for any other public conduct
- At all times, employees are responsible for the proper use of their account. The District may suspend or revoke access if guidelines are not followed
- Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information

Bring Your Own Device - Technology

Staff members may bring their personal electronic devices to be used on the DISD network.

Devices from home will have access to wireless Internet but will not have access to district printers or district drives such as network folders. Network drives can only be accessed via district machines.

Students are also allowed to bring their own device for instructional purposes with teacher and campus administration approval. Students will use the DISD network and will not have any access to network folders.

Denton ISD is not liable for any loss or damage incurred. Denton ISD will not provide maintenance, nor can it load any software onto any personal, non-district device.

Identity theft is a growing problem. We recommend that any personally sensitive files such as tax documents, social security information, and bank records are removed from any device before it is used on campus.

All technological devices brought onto a Denton ISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

Denton ISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of District or personal resources will be settled at the discretion of District personnel.

Email Prohibited Uses - Technology

- I understand that Users of the email system will not use email in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually oriented; (e) offensive; (f) threatening; (g) harassing; (h) illegal, or (i) contrary to district policy
- I understand that email is a vehicle for your DISD/TEA legal documents. The email system is not the end repository for documents. You as the professional are responsible and will maintain all necessary long term legal documents in paper, electronic or both.
- I understand the email system will not be used for any illegal activity, including but not limited to violation of copyright laws
- I understand that personal information about students including but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents
- I understand that email public email distribution lists should only be used by administrators and/or their designee. Email lists should only be used for school business
- I understand that email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services
- I understand that Users will not use the email system to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent or his/her designee
- I understand that district equipment, resources or time should not be spent supporting any political candidates or issues

Monitored Use (Not Confidential) - Technology

Electronic mail transmissions and other use of the electronic communications system by students and employees is not confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. All district email and electronic communication is subject to open records.

Posting Practices – District & Campus Websites - Technology

- Assisted by the district web content specialist, designated campus personnel will maintain the campus web pages. The district provides web space through our content management system (Schoolwires) for departments and professional personnel (refer to district guidelines). The campus principal and the Technology Information Officer, or designee, must approve all requests for new web pages before the web pages can be posted on the system or any third party's electronic communications system. Routine updates do not require the approval of the campus principal or the Technology Information Officer

- In order for campus web pages to contain student names, audio, video, pictures, and/or student-generated work on Denton ISD approved web pages, parental consent must be obtained in writing
- Written parental consent is obtained as part of the Student Code of Conduct after parents' review of the Student Handbook
- Parents have the option to restrict the use of their child's names, audio, video, pictures, and/or student-generated work
- All departments and professional staff must use Schoolwires for their district web page

Posting Policies – Student Work, Pictures, Videos, Student Name - Technology

Denton ISD teachers or administrators may post the following with written parental/guardian and/or student approval to the principal:

- Student authored work
- Pictures, audio or video of student (alone or in a group)
- Student first and last names

Social Media Use with Students - Technology
- Read and follow all District policies.
- Read and follow the Terms of Use for all sites. For example, if the site says "you must be 13 to use this site," then it should not be used by students under 13
- Ensure that privacy settings protect students, faculty and the district.
- Do not share personally identifying information on education sites. (personal address, personal telephone number, personal pictures.)
- Instruct students in how to use the site for educational purposes
- Abide by AUP and Terms of Use for all Internet sites
- Report illegal, abusive, bullying, and other negative dangerous behaviors
- When setting up student accounts, do not use last names. Example: Use student's first name with the teacher's name. Example: Student Jenny in Ms. Taylor's class would use Jenny Taylor for name.
- Do not allow non-district users to participate on any classroom instructional site without administrative approval
- Invite administrator's access to the site being used
- Monitor student use of the site
- Delete all sites that are no longer in use

Staff Expectations - Technology

Employees are responsible for appropriate behavior on the school or district's computer network. Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school or district's computer resources. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Computer related privileges may be suspended or terminated based on district policy. Violations may result in suspensions, termination of computer related privileges or criminal prosecution as well as disciplinary action by the District.

Notify the building administrator if you are aware of violations to the Acceptable Use Policy.

Denton ISD may revoke any District user's access until the violation is reviewed by appropriate district administrators.

Copyright - Classroom
United States Copyright Law, 17 U.S.C. 101-1332 governs the use of copyrighted materials. However, technology has outpaced the law and limits what we can do with copyrighted material.

Disclaimer of Liability
The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. 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 system users' requirements or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

Any dispute involving the Acceptable Use Policy will be settled at the discretion of the campus or district administrator.

Examples of Inappropriate Use
- Using District technology resources for any commercial, political, or illegal purpose
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Using someone's account with or without permission
- Impersonating an individual or individual's identity when posting, transmitting, or receiving messages
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media
- Using resources to engage in conduct that harasses or bullies others
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Using inappropriate language, profanity, vulgarity, ethnic or racial slurs, and any other discriminating or inflammatory language
- Violating copyrighted information or others' intellectual property rights as well as downloading or using copyrighted information without permission from the copyright holder
- Using the District's logo or other copyrighted material of the District without express written consent.
- Wasting school resources through improper use of the District's technology resources, including propagation of spam, chain letters, jokes, etc.

Copyright - What Can Educators Do?
- Even Disney may be used in the classroom if it relates directly to the curriculum as stated in your Lesson plans. It must be something you are currently teaching, not have taught in the past or will teach in the future
- A portion (clip) to illustrate your point is always a better choice than the entire work
- A documentary made for educational use is a better choice than something produced primarily for entertainment (thereafter called a "Hollywood" movie)

- The content covered should be accurate and not misleading and adequately reflect the content covered in the class
- i.e. A documentary on the Titanic is a better choice than the film starring Leonardo DiCaprio and Kate Winslet which is primarily a love story
- District subscriptions such as databases and streaming media are licensed and available for your use. Please check with your librarian for links and passwords or contact the Library Services office at ext. 0087 or library@dentonisd.org
- Follow district guidelines on Movie or television ratings. Educational versions are acceptable if they are legally obtained. "Clean copies" are a violation of copyright law
- To create something "transformative." Copyrighted materials may be used to encourage practice in redefining problems from different perspectives, helping learners become more critical in assessing assumptions, better at recognizing frames of references and alternate perspectives, as well as effective at collaborating with others to assess and arrive at judgments in regards to beliefs

Copyright - What Can't Educators Do
- Digitize or copy something just to save money. If it is available in the format you need, you must purchase it
- Convert something to digital for an online class.   If it is available in digital format you must purchase it in digital format. If it is not, you must write for permission to digitize any material including your textbook
- Change the format from one form to another (i.e. VHS to DVD, DVD to streaming, print to digital, etc.) Same thing: if it is available in the format you need, you must purchase it
- Create a compilation or anthology in order to save money. Write for permission for every picture, clip, graphic, printed article or type of material used
- Show anything for entertainment or to keep students busy. Copyright laws were written to protect the profits of the copyright holder. Educators were given limited exemption for instruction only. All other uses are prohibited
- Create "Clean" or "educational" copies of materials. The courts deemed these a violation of copyright law because they changed the format by adapting the work both of which are rights granted only to the copyright holder. However, if the producer provides an educational version it is legal to purchase it

Tobacco / E-Cigarettes / Digital Vaporizers – Policies DH, FNCD, GKA
State law prohibits smoking or using tobacco products on all district-owned property and at school- related or school-sanctioned activities, on or off campus (including the use of electronic cigarettes or any other electronic vaporizing device). This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Visitors in the Workplace – Policy GKC
All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main Office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building Office or contact the administrator in charge.