EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF CUSHING ISD TECHNOLOGY RESOURCES

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook] Please contact Casey Copeland, Technology Director, at 936-326-4890 ext. 241 if you have questions or need help understanding this material.

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;

- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and

- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District-owned technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.

- You 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.

- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.

- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES

- Using the resources for any illegal purpose.

- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.

- 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 without permission.

- Pretending to be someone else 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.

- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."

- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.

- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.

- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.

- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.

- Wasting school resources through improper use of the District's technology resources, including sending spam.

- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;

- Revocation of the account; or

- Other disciplinary or legal action, in accordance with the District's policies and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.

- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

RETURN OF TECHNOLOGY RESOURCES AND RECORDS

- Upon leaving employment, or upon request from the Superintendent, you must return any District-owned equipment or resources in your possession.

- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

GUIDELINES FOR SOCIAL MEDIA

These are the guidelines for social media in the Cushing Independent School District. If you're an employee contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media both on and off the District network—these guidelines are for you. We expect all who participate in social media to understand and follow these guidelines. Failure to do so could put you at risk. These guidelines will continually evolve as new technologies and social networking tools emerge—so check back once in a while to make sure you're up to date.

- **It's your responsibility.** What you write is ultimately your responsibility. If it seems inappropriate, use caution. If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take time to review these guidelines and try to figure out what's bothering you and fix it. If you're still unsure, you might want to discuss it with your supervisor. Ultimately, what you publish is your responsibility. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Trademark, copyright, and fair use requirements must be respected.

- **Ensure the safety of students.** When employees, especially coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District and have responsibility for monitoring content and addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

- **Be transparent**. Your honesty—or dishonesty—will be quickly noticed in the social media environment. If you are posting about your work, use your real name and identify your

employment relationship with the District. Be clear about your role; if you have a vested interest in something you are discussing, be the first to point it out. If you publish to a site outside the District's network, please use a disclaimer to state in clear terms that the views expressed are the employee's alone and that they do not necessarily reflect the views of the Cushing Independent School District.

- **Protect confidential information.** Be thoughtful about what you publish. You must make sure you do not disclose or use confidential information. Students, parents, and colleagues should not be cited or obviously referenced without their approval. For example, ask permission before posting someone's picture in a social network (student photos require parental consent) or publishing a conversation that was meant to be private. It is acceptable to discuss general details about projects, lessons, or events and to use non-identifying pseudonyms for an individual (e.g., Teacher A) so long as the information provided does not make it easy for someone to identify the individual or violate any privacy laws. Furthermore, public social networking sites are not the place to conduct school business with students or parents.

- **Respect your audience and your coworkers.** Always express ideas and opinions in a respectful manner. Make sure your communications are in good taste. Do not denigrate or insult others, including other schools or competitors. Remember that our communities reflect a diverse set of customs, values and points of view. Be respectful. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content.

- **Perception can be reality**. In online networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a District employee, you are creating perceptions about your expertise and about the District by community members, parents, students, and the general public; and you are creating perceptions about yourself with your colleagues and managers. If you chose to join or engage with District students and families in a social media context, do so in a professional manner, ever mindful that in the minds of students, families, colleagues and the public, you are a District employee. Be sure that all content associated with you is consistent with your work and with the District's beliefs and professional standards.

- **Are you adding value**? There are millions of words out there. The best way to get yours read is to write things that people will value. Communication associated with our District should help fellow educators, parents, students, and co-workers. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, do their jobs, solve problems, or understand education better—then it's adding value.

- **Keep your cool.** One of the aims of social media is to create dialogue, and people will not always agree on an issue. When confronted with a difference of opinion, stay cool. If you make an error, be up front about your mistake and correct it quickly. Express your points in a clear, logical way. Don't pick fights, and correct mistakes when needed. Sometimes, it's best to ignore a comment and not give it credibility by acknowledging it with a response.

- **Be careful with personal information.** Make full use of privacy settings. Know how to disable anonymous postings and use moderating tools on your social media site(s). Astute criminals can piece together information you provide on different sites and then use it to impersonate you or someone you know, or even re-set your passwords.

- **Be a positive role model.** The line between professional and personal relationships is blurred within a social media context. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

- **Don't forget your day job.** You should make sure that your online activities do not interfere with your job. Remember that District technologies are provided for educational use.

 Use of social media for personal use during District time or on District equipment is prohibited. You are permitted to update information for a school-sponsored web page, such as Cushing Elementary Facebook page.

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I understand that this user agreement must be renewed each school year.

Signature: _____ Date: _____

I understand that in consideration for the District permitting me to use electronic instructional materials or technological equipment for personal business, I assume financial responsibility for usage of such items off school property or outside of a school-sponsored event. All use will be in accordance with applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH and provisions on use of electronic media in the employee handbook]

I also understand that the District recommends that I obtain appropriate insurance for the equipment to cover loss, damage, or destruction. [See DG(LEGAL)]

Technology resource(s) issued:	*Maximum financial responsibility incurred in the event of loss, damage, or destruction:

*Financial responsibility may be less than this amount based on the nature of the damage.

I understand that this user agreement must be renewed each school year.

Signature: _____ Date: _____

Making Excellence a Lifestyle