

Staff Acceptable Use Procedures

Technology is integral to the teaching and learning mission of the Midlothian ISD. Midlothian ISD fosters and supports innovations in technology while simultaneously integrating innovation into the academic disciplines. Conceptualizing and implementing innovative educational technologies for the purpose of developing insights into the nature of learning, improving learning outcomes and providing greater accessibility to educational services by students and faculty is a priority. The virtual experiences manifested by these technologies should integrate seamlessly into the physical space of the District. In support of this mission, MISD sets forth these acceptable use procedures to optimize network resources and safeguard our staff and students.

In accordance with the Children's Internet Protection Act, Midlothian ISD educates staff and students regarding appropriate online behavior to ensure Internet safety, including the use of email, apps (applications), and has deployed internet filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information.

Network Standards

1. Using network resources in a way that would disrupt the use of the network is prohibited.
2. Train and monitor students in the safe and proper use of both internet and network resources and Student AUP.
3. Revealing personal information of yourself or others is prohibited.
4. District reserves the right to delete potentially harmful content identified on any devices utilizing district networks or resources.
5. Always log off or lock the computer when your session is complete.
6. Sharing your district issued username and password is prohibited.
7. Learn proper network navigation techniques to facilitate printer selection, document saving, and data confidentiality.
8. Minimum technology competency skills are an expectation.

Use of Data

1. Access, utilize and store confidential data responsibly.
2. If any device storing data is lost or compromised in any way, report immediately to a campus administrator.
3. The district reserves the right to remove any inappropriate or potentially harmful data from any media storage device that is being used in the school environment.
4. Use strong passwords and follow network etiquette to secure sensitive data.
5. Do not grant access to others by placing data on unsecured network devices/resources.
6. Protect confidentiality and act responsibly when accessing data or resources.
7. Protect Staff and Student identifiable data from misuse.
8. Do not falsely manipulate/alter or misrepresent data.
9. It is a violation to knowingly attempt to access resources at work that you don't have permission to utilize as part of your job function.
10. It is your responsibility to report instances where you have access to data/resources that are not part of your job function.

Social Media Use / Electronic Communication

All district staff are required to maintain the highest professional standards when they interact with students as indicated in Board Policy DH and CQ. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy.

District staff should refer to the FERPA and Midlothian ISD Guidelines for Educators Using Social Networking Sites when sharing student work online. K-5th grade students' work and photo may be posted and identified using first name and last initial only. 6th - 12th grade student work and photographs may be posted with full name identification. No other personal information about a student is allowed, such as e-mail address, home number, or home address.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

I understand that my use of the Midlothian ISD electronic communication system is not private and that the Midlothian ISD will monitor activity on the computer system. I have read the district's Acceptable Use Procedures and agree to abide by their provisions. I also understand that any use of instructional materials, audio visual equipment, copyrighted materials, in a classroom setting, must be in accordance with federal law and said policies and guidelines. Violations may result in disciplinary actions and /or loss of privileges.

Staff Signature: _____

Date: _____

Updated Sept. 2020
