Sheldon Independent School District District User Acceptable Use Policy for District-Issued Technology School Year: 2026-2027

Introduction

The Sheldon Independent School District (SISD) is committed to providing District Users with access to technology resources, including district-issued laptops, Chromebooks, and iPads, to support their official duties. This Acceptable Use Policy (AUP) outlines the responsible, ethical, and secure use of district technology resources. All District Users who receive and utilize SISD technology must adhere to this policy.

Purpose

The purpose of this policy is to ensure that District Users use district technology resources in a manner that upholds the district's commitment to professional integrity, security, and responsible digital citizenship. Compliance with this policy protects both individual users and the integrity of the district's technology infrastructure.

Acceptable Use Guidelines

Responsible and Ethical Use

District Users must:

- Use district technology primarily for official school district business, communication, and research.

1.
   - Protect login credentials and refrain from sharing access information with unauthorized individuals.
   - Respect copyright laws and intellectual property rights when accessing and sharing digital content.
   - Ensure that all communications conducted via district technology reflect professionalism and district values.
   - Refrain from using district technology for personal business, political advocacy, or any non-district-related financial gain.

Personal Communication Devices

- Elementary students shall not bring or use a personal communication device, including a cell phone, or other electronic device on school property during the school day.
- Secondary students shall not use a personal communication device, including a cell phone, or other electronic device on school property during the school day and shall store the device in accordance with the method of storage established by the district.

2. Appropriate Content and Conduct

District Users must:

- Access only appropriate and relevant content while using district devices.
- Refrain from engaging in or endorsing cyberbullying, harassment, discrimination, or any form of unethical communication.
- Not access, distribute, or create offensive, obscene, or inappropriate material.
- Immediately report any concerning content encountered while using district technology.

3. Device Security and Care

District Users are responsible for:

- Keeping district-issued devices secure and handling them with care.
- Ensuring devices are stored safely and charged appropriately.
- Refraining from installing unauthorized software, applications, or files.
- Avoiding modification of device settings that could compromise district security.
- Promptly reporting any loss, theft, or damage of district-issued devices to SISD Technology Services.

4. Privacy, Data Security, and Compliance

District Users must:

- Protect sensitive and confidential district information when using SISD devices.
- Adhere to **FERPA (Family Educational Rights and Privacy Act) and other applicable laws** regarding student and staff data privacy.
- Use secure passwords and avoid storing confidential information on unsecured or personal devices.
- Understand that district-provided technology is subject to monitoring and compliance audits as per SISD policies.

Non-Compliance and Consequences

Failure to comply with this policy may result in:

- **Loss of access** to district-issued technology.
- **Revocation of privileges** to district communication networks.
- **Disciplinary action** as determined by the Board of Trustees.
- **Legal consequences** of violations include breaches of confidentiality, cybersecurity laws, or misuse of public resources.

Acknowledgment and Agreement

Use of any computer, network, system, or technology resource of the Sheldon Independent School District constitutes acknowledgment and acceptance of the District's User Acceptable Use Policy for District-Issued Technology. All users are expected to comply with this policy, and non-compliance may result in consequences as outlined herein.

Sheldon ISD AI Acceptable Use Policy

Purpose and Vision

The purpose of this policy is to clearly define the acceptable and unacceptable uses of Artificial Intelligence (AI) tools within our district. Our goals are to:

- Ensure that AI is used as a tool to facilitate learning and foster creativity rather than as a means to circumvent the academic process.
- Establish clear guidelines for student work and underscore that the work submitted must be the student's own effort—with AI acting solely as support.
- Maintain academic integrity, safeguarding student privacy and complying with all applicable data protection regulations.

Scope and Audience

Students:

This policy applies to all students using district-provided devices and networks. Students must use AI solely for approved educational purposes and with explicit guidelines for protecting personal and academic integrity.

Teachers:

Teachers are responsible for modeling ethical AI use, ensuring that AI compliments rather than replaces the creative and critical work of students.

They will also guide students on proper AI use, including disclosure and citation requirements where AI support is used.

AI Use Guidelines for Students

General Principles

Enhancement, Not Replacement:

AI tools are to be used to enhance learning and support creative work. Students are expected to generate original content with AI serving as an assistance tool, not as a substitute for their own effort

Integrity and Accountability:

Work submitted must represent a student's own ideas and efforts. Any assignment found to consist of more than 15% AI-generated content will be considered a violation of academic integrity.

Data Privacy

No Personal Data:

Students are prohibited from inputting any personal or identifying information (e.g., names, grades, addresses) into AI tools.

Compliance:

All AI use must conform to applicable data protection and privacy laws that govern school data.

Approved AI Tools for Students

Authorized Platforms:

OpenAI's ChatGPT and other authorized AI's are approved for student work. These tools have been vetted to ensure data privacy and compliance with regulatory standards.

Unapproved Tools:

Students must not use any prohibited AI platforms on school devices or networks without formal consent from the district.

Transparency and Citation

Disclosure Requirement:

Any usage of AI tools in producing academic work must be clearly disclosed and properly cited according to teacher guidelines.

Attribution:

Students should indicate the extent to which AI contributed to their work, ensuring that the final submission reflects the student's own intellectual effort.

AI Use Guidelines for Teachers

Instructional Support

Tool as a Resource:

- Teachers should encourage students to view AI as a resource to support idea generation, research, and revision—not as a device to produce final assignments.

Guidance and Monitoring:

- In class assignments involving AI, teachers must provide clear instructions about acceptable use and regularly monitor student work to ensure compliance with academic standards.

Verification and Checking

Teachers are encouraged to use available tools to help identify AI-generated content in student submissions. This includes, but is not limited to:

https://www.zerogpt.com/

These tools serve as aids for educators when assessing the originality of student work while maintaining fair and accurate evaluation practices.

Data Privacy and Professional Responsibility

Protecting Sensitive Information:

Teachers must never input personally identifiable or sensitive student information into any AI tool.

Modeling Best Practices:

Educators are expected to use AI responsibly in their professional tasks and to advise students on similar best practices in their assignments and personal projects.

Monitoring, Reporting, and Enforcement

Reporting Incidents

IT Oversight:

- The IT department is responsible for technical monitoring of AI tool usage, while campus staff will address issues directly related to misuse.

Incident Reporting:

- Any suspected misuse of AI—including violations of academic integrity or data privacy—must be reported immediately following established district protocols.

Consequences for Misuse

Student Violations:

If any student work is determined to be more than 15% generated by AI (beyond the acceptable support threshold), it will be marked as plagiarism. Disciplinary actions will follow as outlined in the student code of conduct.

Teacher Violations:

Failure to supervise or guide proper AI use, or any breach of data privacy, may result in disciplinary action in accordance with district policies.

Approved Technologies and Future Considerations

Permitted AI Tools

Students:

Only **Co-Pilot** and **Gemini** are approved for educational assignments.

Teachers:

Teachers may use the above tools for classroom support. For personal productivity, all staff are encouraged to access appropriate platforms while maintaining strict data privacy protocols.

Conclusion

Our district is committed to leveraging AI in a way that supports and enhances learning while upholding our core values of academic integrity, equity, and data privacy. All stakeholders are required to adhere to these guidelines, ensuring that AI tools are used responsibly and ethically. By doing so, we prepare our students for the future and maintain a supportive, innovative educational environment.