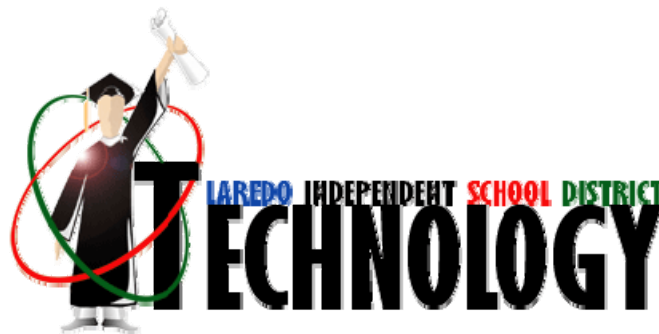




Electronic Acceptable Use Policies

2016 - 2017
Online AUP Training





LISD Electronic AUP Training

The purpose of this training is to:

Review LISD's Electronic Acceptable Use Policies (AUP) which set forth the district's acceptable use of electronic systems.

The Electronic Acceptable Use Policies are intended to make the district's technology equipment, applications/programs and the system network more efficient, accessible and reliable for all "users".



Who is the *USER*?

Anyone with access to LISD's network, computer equipment or programs.

Laredo ISD.....

- students
- employees
- volunteers
- community members

Guests including.....

- vendors
- consultants
- service providers
- employees of subcontracted companies



Use of the LISD network and any district-owned equipment will primarily be used for instructional or administrative purposes.

- Instructional purposes can be defined as any activity or usage that aligns with the district's instructional goals and objectives.
- Administrative purposes can be defined as any usage that allows the employee to effectively fulfill their job requirements.
- Limited personal use of the system shall be permitted if the use: 1) imposes no tangible cost to the district; 2) does not unduly burden the district's computer or network resources; and 3) has no adverse effect on an employee's job performance or on a student's academic performance.



Training Goal

It is our goal to instruct all employees concerning the ethical, legal and safe use of:

- Technology Equipment

Example: computers, laptops, mobile devices, printers, scanners, distance learning equipment and other electronic equipment as described in the policies.

- Network

Example: Internet, e-mail, approved social media sites (i.e. Edmodo), discussion groups, blogs, distance learning, etc.

We will also review some of limitations as prescribed in LISD's CQ administrative regulation.



LISD Expectations

All LISD employees who use technology will have to

- review and understand this training
- register on Eduphoria before or after this training
- take a quiz after this training
- pass the quiz
- sign an electronic agreement form on an annual basis to continue using LISD's network.
- continue to use technology in an ethical, legal and safe way



It is a *privilege* and not a *right* to.....

- Use the district's technology equipment
- Participate in any online communication service such as, but not limited to:
 - Internet and e-mail
 - ALIO
 - Workflow
 - DMAC
 - Distance Learning (Video Conference)
 - Web Pages
 - Student Information System
 - Skyward (Gradebook & Attendance System)



Personal Telecommunications/Electronic Devices (PTEDs)

- PTEDs defined: devices include but are not limited to smart phones, laptops, tablets, electronic readers (Nook, Kindle) netbooks, etc.
- Employees and Students are allowed to use PTEDs on LISD's network but its use must still adhere to LISD's Acceptable Use Policies (AUPs).
- The IT Department does not address any technical issues related to PTEDs. Maintenance or troubleshooting of PTEDs is the sole responsibility of the student or employee possessing the device.



Use of Electronic Media with Students

The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging and only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

Prohibited texting with students does not include safe group texting sites, such as Remind. Administrators, instructional teachers, and counselors who do not have an extracurricular duty may use *Remind* to communicate with students through text messaging.



LISD Acceptable Use Policy Training

The following 3 slides will go over some of the practices not allowed while using any part of LISD's technology equipment, network, resources or programs owned by the district.

This is not an exhaustive list and only highlights some of the most common misuses. To get a full and up-to-date version of the Acceptable Use Policy and Employee Handbook, please visit our district website.



LISD Acceptable Use Policy Training

Users of LISD's network, equipment and programs must **not** do the following:

- Attempt to hack network resources or resources of other users.
- Share usernames and password or use someone else's username and password.
- Take actions that can result in harming or disrupting the functionality or performance of the district's network or resources.
- Use computer/technology equipment in any way that may harass, defame, or demean others with language, image or threats.
- Remove any district technology equipment from US boundaries.

Equipment cannot go into Mexico, this includes district laptops!

(Due to Microsoft products being subject to export restrictions under U.S. law because they include encryption technology, and the district's equipment insurance coverage, LISD does not permit their equipment to leave the United States.)



LISD Acceptable Use Policy Training

Users of LISD's network, equipment and programs must **not** do the following:

- Use unauthorized administrative logins and passwords.
- Perform any actions that infringe on any copyright laws.
- Misuse district resources (i.e. printers, paper, invitations, etc.) for personal use.
- Assemble or disassemble computer/technology equipment.
- Move computer/technology equipment from designated areas without getting administrator approval to do so and then originating the district approved fixed assets transfer process.
- Act, or fail to act, in use of software, in a manner that is contrary to applicable law or regulation.



LISD Acceptable Use Policy Training

Users of LISD's network, equipment and programs must **not** do the following:

- Transfer any images that can be deemed as offensive or vulgar.
- Use the network for promoting political agendas.
- Use the network to send chain letters, messages, images or files that can be considered spam as these are considered not instructional in nature.
- Fail to report the observed misuse of another user to their appropriate administrator or supervisor.
- Mimic another district user's identity.



LISD Acceptable Use Policy Training

As an employee, you may need to access confidential student information/educational records for planning instruction, attendance, and grades. At times, you may also need to access confidential personnel information.

Under federal guidelines through **Family Educational Rights and Privacy Act (FERPA)**, you are legally and ethically obligated to safeguard the confidentiality of any information records may contain.



District Software Usage

Software Purchases/Installation/Usage

All software purchases or acquisitions must follow outlined district guidelines or may result in the district exercising its right to remove any unauthorized software from district technology.

All instructional software must first be approved by the **Curriculum and Instruction Department** for content, then by the **Technology Department** for compatibility with hardware and/or network.

(procedure subject to change)



Student Training

LISD is providing access to the internet and certain district resources to students with the purpose to facilitate teaching and learning of the curriculum in accordance with Laredo ISD educational objectives. Before a student can be granted access, the teacher must do the following.

- Student Internet Safety Training by the homeroom teacher.
- A Student Agreement Form signed by the parent.
- Student verification/activation of account via Skyward/Student Activation link.

Teachers are responsible to make sure students are using the district's network and resources in a manner that is aligned with their educational goals.



LISD Filtering System

Although LISD's filtering system is compliant with the Children's Internet Protection Act of 2001 (CIPA), there still may be instances where users unintentionally encounter inappropriate material. Some examples of inappropriate material include:

- Adult Sites
- Crime Sites
- Gambling Sites
- Violence Sites

If a user does encounter such material, they must immediately discontinue access and refer this information to administrator, supervisor, or campus technology trainer.



Audits and Monitoring

User must understand that...

- LISD **will** periodically audit, inspect, and/or monitor **all** use of LISD's technology - inclusive of remote and/or online resources, email, and storage media as deemed appropriate.
- LISD **will** take disciplinary action if **any** violations of district policies and regulations are found.



Disciplinary Action

- Students and staff must follow all District's Acceptable Use Policy (AUP) and Guidelines when using District computers/technology equipment or when participating in a school-related activity.
- Violations of the Student Code of Conduct with the use of District's computers and networks will result in disciplinary action as stated in the Student Code of Conduct Handbook.
- The severity of the violation committed using technology will result in the degree of disciplinary action.



Disclaimer of Liability

The District will cooperate fully with local, state, or federal law enforcement agencies in any investigation concerning or relating to misuse of the District's equipment and/or District's electronic communication system.

NOTE:

These guidelines are updated yearly.

Adoption of additional policies or revisions may occur any time during the school year.



It is your responsibility to...

- Review all of the AUP Guidelines found on LISD's website.
- Report any improper use of computer/Internet to your administrator and/or Director of Instructional Technology, Elizabeth J. Sandoval at 273-1340 or email to ejsandoval@laredoisd.org
- Report any missing or modified files from your computer to the IT Department at 273-1330.



Register on Eduphoria

- If you have not registered on Eduphoria, register now:
- Go to the following site:
LISD homepage: <http://www.laredoisd.org> > For Employees > eSystems > Eduphoria > Workshop > eCourse
- Find the training session by searching for:
2016-2017 Acceptable Use Policies.



Now, you need to take the quiz...

Any questions regarding this training please contact your campus technology trainer.

District and Central Office staff may contact the Instructional Technology Department at 273-1340.