Alief ISD Responsible Use Practice Guidelines (RUP) for Professional Staff Use

Alief ISD has prepared this Responsible Use Policy (RUP) document to complement, support, and clarify the existing AISD AUP which remains the policy of the district and in accordance with the Children's Internet Protection Act (CIPA) and all applicable requirements. CIPA requires districts participating in the E-rate program to adopt and monitor an Internet safety policy that blocks or filters inappropriate Internet access to minors. **"Alief ISD will educate all of our students about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms and cyberbullying awareness and response. "**

Purpose: *To articulate a common vision for technology integration and responsible digital citizenship in the district. Our expectation is that technology resources will be used to enhance the learning environment while developing 21st century skills.*

BELIEF STATEMENTS

Digital Literacy/Digital Citizenship: We believe that by developing good digital citizenship and practices in our learning community, we will be preparing our students to be global communicators, collaborators and creative, critical thinkers.

Academic: We believe the integration of technology aligned with rigorous curriculum standards and higher level critical thinking skills will positively impact how students learn and how teachers support learning.

Professional Development: We believe that ongoing, continual and tiered training resources and opportunities for all stakeholders will support and promote the effective use of technology in the classroom and will move instructional practices into engaging, student-centered learning communities incorporating 21st century skills.

Environment: We believe technology rich classroom environments which include all forms of instructive and communicative media will provide for the integration and use of technology, which will promote student-centered learning environments that foster student engagement and academic growth.

UNDERSTANDING STATEMENTS

Safety:
- I am responsible for any electronic device when it is logged on and will log off or lock it when I am away from my desk.
- As a good digital citizen, I will use technology in a meaningful, safe, and responsible way.
- I understand the district uses filters to protect district users from illegal and defamatory materials, and it is my responsibility to notify the district of objectionable material.
- I will be an active moderator of online materials and conversations on discussion boards, blogs, etc.
- I understand that only students with proper authorization should be allowed to access the network.
- I will use safe and civil behavior in all online communications.
- I will respond consistently and appropriately to situations involving inappropriate use, cyber bullying, sexting, etc.
- I understand that I have a responsibility to monitor with fidelity the use of technology with students.
- I will protect student privacy by only using secure district servers to store all student information.
- I will delete any student information from my personal device daily to protect privacy.
- I will abide by CIPA regulations in order to protect students from exposure to inappropriate material and will consider age appropriateness and learning objectives in my decisions.

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Productivity:

- I will use technology resources productively, appropriately, and in alignment with the AUP. ⬜ I will not use district resources for political advertising, or for promoting commercial goods or services for personal gain.
- I will only use my personal device with students when it is instructionally sound.
- I will follow all District guidelines in the proper use of electronic devices, printers, server space, video or audio streaming, and network bandwidth.

Responsible Use:

- I understand the potential risk of viruses and spyware and will use extreme caution when using district network resources.
- I will keep myself updated by continuing to take professional trainings.
- I will model safe and civil network use by always conducting myself in a professional manner.
- I understand that if using a personal device, I am responsible for it and learning how to use it, and that Alief ISD has no liability in case of theft, loss, or damage.
- I understand that I do not have the right to post pictures or information about my students on any personal media sites.
- I understand that when I log in to district purchased programs at work or home that I will follow the AUP guidelines.

Digital Citizenship:

- I will use technology in accordance with the laws of the United States and the State of Texas as they relate to libel, copyright and, and criminal acts.
- I understand that my passwords are private. I will not allow others to use my account name and password, or try to use those of others.
- I understand that my school network and email accounts are owned by the District and are not private. Alief ISD has the right to access my information at any time.
- I will not open any information or data on my personal device that is not suitable for access in Alief ISD.
- I understand that my online activities can reflect upon Alief ISD.
- I understand that what I do on social networking websites should not reflect negatively on fellow employees or students.
- I understand that I will be held responsible for how I represent myself, my school, and district on the Internet.
- I understand that most of what I do on the Internet is creating my "digital footprint", which is forever.

Environment:

- I will take advantage of opportunities to continually educate myself about responsible use practices and the ethical use of information, including appropriate online behavior, interacting with other individuals on social networking websites, and in chat rooms and cyberbullying awareness and response.
- I will model for students and colleagues responsible behavior by abiding by all guidelines for using technology in safe, meaningful, and responsible ways.