

SHARYLAND ISD GUIDELINES FOR ACCEPTABLE USE OF ELECTRONIC SYSTEMS



All users must complete the necessary forms agreeing to follow these guidelines in order to use this system. Violation of guidelines or policies of the Sharyland ISD may result in disciplinary action and loss of the privilege of using the system and/or criminal prosecution.

- SISD technology is for administrative and educational purposes only. Limited personal use is allowed.
- Obey all copyright regulation for software, classroom web pages, electronic resources, and equipment. Personal iTunes music and accounts are not allowed.
- You may not use this system for any illegal purposes (downloading music, movies, software, etc...).
- You may not use this system for selling products or services or for lobbying.
- Sharing of username and passwords is not allowed. Remember that under FERPA we are tasked with protecting student information.
- Technology department staff are responsible for installing licensed software.
- You may not read, delete, copy, or change the email of other system users or interfere with their ability to receive and send electronic mail.
- Technology from home is not allowed unless it falls under the BYOD initiative.
- You are responsible for any approved or non-approved technology brought from home.
- Do not harm or destroy any SISD equipment or software or any other agency or network accessible through this system. Any such harm or misuse is subject to disciplinary action and/or criminal prosecution.
- If you identify or know of a security problem, you must notify your supervisor and you must not demonstrate the security problem to other users.
- Exemplary behavior is expected on "virtual" field trips, video conferences, or screen-sharing communication sessions. Remember that you are representatives of your school and SISD.
- Sharyland ISD may monitor your use of this system (email, phone, internet, etc...) to ensure that you are following the guidelines.

You are expected to abide by the generally accepted rules of network etiquette (netiquette).

- Be polite. Don't be abusive in your messages to others. Use appropriate language.
- Include your signature, name, and email address at the bottom of e-mail messages.
- Do not reveal your personal address or phone numbers or those of other students or colleagues.
- Keep paragraphs and messages short and to the point. Always include a subject line in e-mail.
- Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.
- Minimize spelling errors. Activate the spell check option within Outlook.
- Cite all quotes, references, and sources. Copyright applies to all electronic information.
- Never send chain letter email using our SISD email system.
- Keep your social media accounts professional. Do not use personal accounts for school district business.
- Do not communicate with students using electronic media unless it falls within your scope of work or is approved by the principal or superintendent. (DH LOCAL).
- Personal cell phone use and posting on social media sites during class time is not allowed unless it is part of your lesson.

The Sharyland ISD is not responsible for any inaccurate or objectionable material which users may access. The Sharyland ISD does not guarantee the authenticity of any information provided by this system. The ultimate success of this system is dependent upon the honor, integrity, and exercise of good judgment by each individual user. I agree to abide by the provisions of Sharyland ISD's electronic communications system(s) policy (CQ LOCAL), Bring Your Own Device (BYOD) Student, Parent, and Staff Guidelines and administrative regulations. In consideration for the privilege of using Sharyland ISD's electronic communications system(s), and in consideration for having access to the public networks, I hereby release the Sharyland ISD from any and all claims and damages of any nature arising from my use of the system.

Name _____
Campus/Department _____
Signature _____ Date _____