



# United Independent School District

## Department of Information Technology

### Electronic Communications Procedures And Administrative Guidelines



# Policy CQ Local

- **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

- **Monitored Use**

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at all times to ensure appropriate use.



# Guidelines and Procedures

- **Purpose:**  
Guidelines are intended to make the Electronic Communications System (ECS) more reliable for the users and to prevent misuse.
- **What is Included?**  
Access to District Wide Area Network, Including the Internet and Electronic Mail
- **Bandwidth for Students**





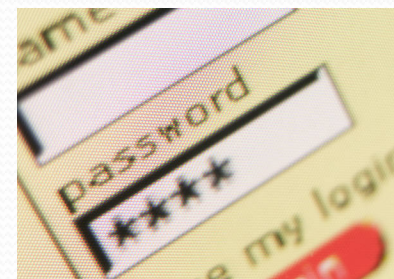
# Guidelines and Procedures

- The use of the ECS shall be for administrative and instructional purposes only and shall be subject to monitoring at all times without prior notice or warning.
- Users shall not use the ECS for non-instructional or non-administrative purpose.



# Guidelines and Procedures

- Users shall not share logon passwords with students, fellow employees or other third parties, or try to use or discover other user's passwords.
- Users should not allow anyone else access to a UISD computer by using his or her password
- An employee agreement must be signed.
- Violations of District Policies and Procedures are a serious matter and shall result in disciplinary action, including termination of employment, regardless of employment position.





# Guidelines and Procedures

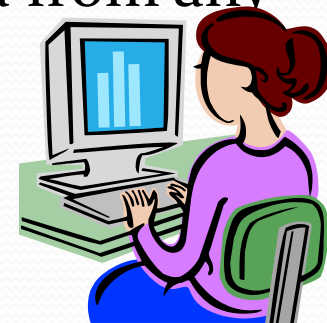
- Users shall not use the ECS for activities for personal profit, shopping, playing or downloading games, or surfing the internet to waste time, even when the employee is off duty.
- Users shall not remove technology equipment (Hardware and Software) without written permission.
- Users shall not access personal e-mail accounts, such as Yahoo, MSN, Hotmail, etc.





# Guidelines and Procedures

- Users shall not deliberately access, install, download or create any obscene or sexually related materials except curriculum related and as assigned.
- Users shall not deliberately use the ECS to annoy or harass others with language, images, or threats.
- If any user is receiving inappropriate or sexually charged e-mails, User must report it immediately to their supervisor. Failure to report may be held against the User.
- User must also report solicitations received from any company website, person, or entity.





# Guidelines and Procedures

- Users do not have a personal privacy right in any matters received by, created in, sent or stored in the ECS.
- Every user is expected to use reasonable and prudent care when using the ECS.
- “Reasonable Person” Test





## Jesus Alejandro v. Robstown ISD, Comm'r Dec. No. 053-R2-1199 (2000)

- Petitioner used District computer to keep track of personal company expenses;
- Visited inappropriate websites using District computer
- Tape recorded conversations...
- “Taping one's calls and not telling the other party to the call is not illegal in Texas, but it is not a professional act. Making unauthorized recordings of conversations constitutes good cause for terminating.”



## Technology Issues Involving Employees Range From Criminal to Lack of Judgment To Absolutely Absurd....

- Lowell, Massachusetts substitute teacher took pictures of a student's haircut
- Taking a student's picture without parent permission violated law/policy in that District/State
- Teacher terminated but charges not filed
- Texas Education Code 26.009
- Written parent consent required before an employee of a school district can make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice



## Does This Prohibit a Teacher from Taking a Student's Picture with her Cell Phone?

- Not a Videotape or voice recording
- But inappropriate!
- Internal campus rules can/should prohibit the use of cell phones for these types of inappropriate uses
- Ensure that substitute teachers receive a copy of these rules/procedures
- Since we're on the subject....





## Employees Should Be Cautioned That Social Networking Time is Not Always Personal Time...

- "an inappropriate page on a social networking site could lead to disciplinary action or dismissal"
- "Those postings that you may believe to be accessible only to your friends could potentially be accessed by a student, parent of a student, colleague, or employer."
- "Personal speech on your personal time is personal."
- "However, it is important for employees to understand the seriousness of the potential consequences of a breach in confidential personal communications."
- Awareness!



- Pennsylvania Teacher at a friend's bachelorette party
- Picture posted on Facebook
- Teacher suspended for 30 days



# Internal Procedures Should Be Followed When Concerns Are Raised

To: Dr. Ron Saunders; Ken Greene

Sent: Aug. 27

Subject: Disappointed and worried about my daughter's teacher

To whom it may concern,

My daughter is a pupil in one of Ms. Payne's literature classes and friend of hers on the social networking site "Facebook." Tonight, my daughter says to me casually, "Mom, I'm going to hang out with my bitches." Shell shocked, I told her not to use profane language in my house ever again.

To make matters worse, my daughter laughs in my face, trying to comfort me by saying, "Mom, it's ok! Ms. Payne calls her friends bitches! Then she comforts me more by proving to me via "Facebook" and sure enough, it is similar to what Ms. Payne had said in her status update, except hers exclaims: "Ashley Payne is at Bitch Bingo with her bitches."



Ashley Payne – 24 year old  
Georgia teacher



## Internal Procedures Should Be Followed When Concerns Are Raised cont.

- I'm standing over my daughter as she scrolls down the page thinking to myself, yes, Ms. Payne what an excellent way to teach my daughter the concept of alliteration!
- Ms. Payne also has an unacceptable picture of herself smiling with alcohol for all her online friends to view. See attached.
- I am repulsed by Ms. Payne's profane use of language and how she conducts herself as an example to my teenage daughter. Her behavior is intolerable. I have a question to the Barrow County School System. Is it too hard for our educators to lack discipline online and offline?
- I have chosen to remain anonymous regarding this matter for the sake of my daughter.



# Lessons to be Learned....

- Resigned after being told that this Facebook Page + the word “Bitch” used in the Phrase “Going to play Bitch BINGO” would support a termination and she should resign immediately
- Sued district
- Now in a legal battle with District
- E-mail was anonymous
- Could’ve been from begrudged colleague or anyone – not necessarily student’s parent
- Young teacher did not understand process
- Referenced game is a popular game in a particular Atlanta bar/ restaurant
- Pictures are of Ashley in Europe



# Virtual Boundaries

- Educators should immediately report when a student's texting (or other communications) put him/her in a compromising situation.
- Word can be misinterpreted
- Photos can be downloaded from Facebook and other sites and end up being passed around on student's cell phones





## Frequently Asked Questions FAQs

- Will I be permitted to surf the Internet while I'm at work?
- Can I take or make a personal telephone call while I'm at work?
- Can I prepare and send out a thank you card from my computer while at work or prepare or receive an electronic invitation to an office party?

