

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF STANDARDS OF CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

USE WITH STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

Exceptions for family and social relationships;

The circumstances under which an employee may use text messaging to communicate with students; and

Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page and Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

1. The employee shall not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
2. An employee shall not post, share, update, like, or comment in any social network site during working hours, but is permitted to do so during his or her lunch period.
3. The employee shall not use the campus or district logo or other copyrighted material of the District without the express, written consent of the District.
4. An employee shall not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor.
5. Subject to the exception in Item No. 7 below, an employee shall not share or post, in any format, information concerning any District-related issues including any employment-related or student-related matters.
6. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off district grounds. These restrictions include, but are not limited to the following:
 - a) Confidentiality of student records. [See Policy FL]
 - b) Confidentiality of health or personnel information concerning colleagues, unless disclosure serves a lawful professional purpose or is required by law. [See Policy DH]
 - c) Confidentiality of district records. [See Policy GBA]
 - d) Copyright law. [See Policy CY]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

e) Prohibition against harming others by knowingly making false statements about a colleague or the school system.
[See Policy DH]

7. A district employee may use electronic media to share or post information, video, or pictures of an extracurricular activity if such information, video, or pictures do not cause a substantial disruption of school activities.

8. In the event of a lockdown, only authorized district employees may share or post information, video, or pictures in district- designated formats.

CELLULAR PHONES

The following shall apply to the use of cellular phones in school buildings:

A teacher may use a cellular phone for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day.

A teacher, a para-professional or an auxiliary employee may not use a cellular phone for personal calls during working hours, but is permitted to do so during his or her lunch period.

SAFETY REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

Other employees. [See DIA]

Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

RELATIONSHIPS WITH STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

Alcohol or any alcoholic beverage.

Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS,
INDICTMENTS,
CONVICTIONS, AND
OTHER
ADJUDICATIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

Crimes involving school property or funds;

Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

Crimes involving moral turpitude, which include:

Dishonesty; fraud; deceit; theft; misrepresentation;

Deliberate violence;

Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;

Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell,

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;

Felony driving while intoxicated (DWI); or

Acts constituting abuse or neglect under the Texas Family Code.

DRESS AND
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

AVAILABILITY OF ACCESS

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

Access to the District's technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

LIMITED PERSONAL USE

Limited personal use of the District's technology resources shall be permitted if the use:

Imposes no tangible cost on the District;

Does not unduly burden the District's technology resources; and

Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS OF THE PUBLIC

Access to the District's technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

Imposes no tangible cost on the District; and

Does not unduly burden the District's technology resources.

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.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

Control students' access to inappropriate materials, as well as to materials that are harmful to minors;

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Ensure student safety and security when using electronic communications;

Prevent unauthorized access, including hacking and other unlawful activities;

Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and

Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

FILTERING

Each District computer with Internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

RECORD RETENTION

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

SECURITY BREACH NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

Written notice.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Electronic mail, if the District has electronic mail addresses for the affected persons.

Conspicuous posting on the District's Web site.

Publication through broadcast media.

PERSONAL
RECORDING
DEVICES

The following restrictions apply to the use of personal recording devices in Jim Hogg County ISD facilities and during school related activities. Personal recording devices include personal camera phones, cameras, audio/tape recorders, video recorders, and any other electronic device that is capable of recording the human voice or image:

PROTECTION OF
CONFIDENTIAL
INFORMATION

Employees, including student workers, are prohibited from using recording devices to duplicate confidential information, including student records, personnel records, and medical records.

RESTROOMS
AND OTHER
PRIVATE
LOCATIONS

Employees, students, and visitors are prohibited from using recording devices in restrooms, locker rooms, dressing rooms, and other locations where people have a reasonable expectation of privacy.

CLASSROOMS AND
OTHER
INSTRUCTIONAL
LOCATIONS

Employees are permitted to impose restrictions on students regarding use of recording devices in classrooms, laboratories, or other locations where instruction or testing occurs.

NOTIFICATIONS OF
RESTRICTIONS ON
STUDENTS

Employees shall notify students in writing of any restrictions on the use of recording devices imposed in accordance with this policy. The restrictions will be included in any syllabus, course handbook, or other printed course material distributed to students.

RESTRICTIONS ON
USE BY
EMPLOYEES

Employees are prohibited from using recording devices at any District facility or during work-related activities and meetings.

SECRET
RECORDING
PROHIBITED

Secret operation of personal recording devices by employees and students while on district property is absolutely prohibited. This includes, but is not limited to, the use of personal recording devices concealed on or within an individual's person, clothing, or belongings. In addition, parents of students are prohibited from concealing personal recording devices on or within a student's person, clothing, or belongings.

NOTIFICATION OF
CRIMINAL PENALTY

Employees, students and parents are hereby notified that it is a crime under The Texas Penal Code to record a conversation to which one is not a party.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

<u>EXCEPTION FOR STUDENTS OR EMPLOYEES WITH DISABILITIES</u>	<u>Students or employees with a disability may need to use a recording device as a reasonable accommodation. Employees requesting such accommodations should contact Jim Hogg ISD Human Resources. Students requesting such accommodations should contact Student Support Services.</u>
<u>CONFISCATION</u>	<u>An authorized district employee may confiscate a personal recording device used in violation of this policy.</u>
<u>DISCIPLINE</u>	<u>Violations of the personal recording device policy may result in discipline, including termination or expulsion.</u>