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## Credit MOU

The new language at the end of 14.D.3.c.

Professional Education credits under Article 14 shall not count toward horizontal advancement on the Teacher Salary Schedule unless the Professional Education Credit was earned less than seven years prior to the date an employee submits a subsequently-approved application for horizontal advancement.

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## Resources

### [Draft of One Pager](#)

- **Add a statement to the master agreement: Article X.A.3.f (page 50):**

- Teachers are not required to use personal electronic devices for correspondence or other work-related functions.

- **Add a statement to the master agreement Article XI.F.4 (page 63)**

- Teachers will be provided with the required electronic equipment for work activities and teachers will be responsible for any willful damage to such equipment.

- **As a part of annual signatures on acceptable use agreements or in fall handbook discussions at each school building:**

- Regardless of what device you use (personal or District device), professional, work-related communications are subject to the Colorado Open Records Act (CORA).
  - Example: If a school is in lockdown and teachers text one another on personal devices during that lockdown, if a CORA request is submitted, those texts can be subject to being included in the shared communications from that event. This Act requires the disclosure of public records and work-related communications.
- There are alternatives to the use of personal devices, such as tech needs and choices for communication amongst staff:
  - field trip communication options, access to walkie-talkies, [Duo \(2-factor authentication alternative if you do not want to use your personal device\)](#)
  - If you choose to connect to district Microsoft products at home or outside of the D11 network, you will need to use Duo, (2 Factor Authentication). [To see a how to guide for access, visit this link.](#)

To review the entire policy for device use, visit [policy GBEE](#)

Staff Electronic Device Letter of Agreement ([GBEE-E-2](#))

Appropriate Use of Technology ([GBEE-E-1](#))

- **Review of the use of these agreements to be conducted by the ITLS department:**

- Of GBEE-E-1 and GBEE E-2 (when are they signed, are both signed annually, at schools with/by LTEs or something else)
- Any updated changes given the 'willful damage' language included in policy GBEE

## **Policy GBEE amendment suggestion**

**STAFF MEMBER USE IS A PRIVILEGE** Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet, electronic communications and District technology devices is a privilege, not a right. Use digital responsibility when using devices and electronic systems including Internet and email. Open attachments only from trustworthy sources, and be mindful of spams or scams. Email communication should be kept respectful of other users and network resources. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with **willful damage\***, and may result in disciplinary action and/or legal action. The District may deny, revoke or suspend access to District technology or close accounts at any time. Staff members shall review the District's Acceptable Use Agreement and adhere to the expectations stated.

\*suggestion to update [policy GBEE](#) from damages to “willful damage”