Acceptable Use of Educational Technologies: Guidelines for Faculty and Staff

**Purpose:** The acceptable use of instructional delivery technologies guidelines are intended to assist faculty and instructional staff by outlining various issues that need to be considered when delivering course content through a technological medium.

**Applies To:** These guidelines apply to face-to-face, hybrid, or online course content delivered through various technologies utilized in the scope and course of employment for the University including websites, Blackboard, iTunesU, etc.

**Contents**
- Accessibility
- Appropriate images and content
- Conduct
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**Accessibility**

Educational technologies must be accessible to students with disabilities and compliant with the Americans with Disabilities Act and the Rehabilitation Act.

Accessibility Resources: [http://disability.ku.edu/](http://disability.ku.edu/)

For assistance with student academic accommodations, contact:
- Academic Achievement and Access Center
  - [achieve@ku.edu](mailto:achieve@ku.edu)
  - 785-864-4064
  - Strong Hall, Room 22
  - The University of Kansas
  - Lawrence, Kansas 66045


For assistance with accessibility information, contact:
- Jamie Lloyd Simpson, MSE
  - Director of Accessibility and ADA Education
  - [Lloyd@ku.edu](mailto:Lloyd@ku.edu)
  - 785-864-3650
  - 711 TTY
  - 1246 W. Campus Road, Room 135
Appropriate images and content

Images that are selected for use in instructional materials should be educationally relevant, sensitive to the diverse audiences at KU, and not in violation of anyone’s rights, including copyright.

Instructors should refrain from posting content of a partisan political nature. Though such postings may be appropriate to a course dealing with current political behavior, or to one focusing on political satire, they are not an appropriate to use in cases where course content is unrelated. See the summary on laws, Board of Regents, and university policies related to partisan political activity at http://policy.ku.edu/provost/political-activity-KS-statutes.

We encourage you to check out the freely available resources available through Creative Commons and the Public Domain: http://creativecommons.org/.

Conduct: instructor, staff/employee, student

All members of the University community are expected to conduct themselves in accordance with professional standards, University policy and the law.

Faculty Code of Rights, Responsibilities, and Conduct: http://policy.ku.edu/provost/faculty-code

For assistance with instructor conduct, rights and responsibilities, contact:
   Vice Provost for Faculty Development
   provost@ku.edu
   785-864-4904
   The University of Kansas
   Lawrence, Kansas 66045

Confidentiality/privacy/FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records.

For assistance with FERPA and student records, contact:
   The Office of the University Registrar
   registrar@ku.edu
   785-864-4422
   785-864-3900
   121 Strong Hall
   1450 Jayhawk Blvd.
   The University of Kansas

Privacy Policy: https://policy.ku.edu/provost/privacy-policy
Copyright

Content use must not infringe upon the rights of any third party, including copyright. The use of all copyrighted content must be in conformance with copyright law, including fair use. Instructors should obtain permission to use copyrighted content over multiple semesters or in excess of what is permitted by fair use or other exceptions to copyright.

Copyright Resources: http://guides.lib.ku.edu/copyright

For assistance with copyright, contact:
Marianne Reed
Center for Digital Scholarship
mreed@ku.edu
785-864-8913
450 Watson Library
University of Kansas Libraries
Lawrence, Kansas 66045

Intellectual Property

The creation and use of instructional technologies is governed by the University’s Intellectual Property Policy. This Policy also addresses ownership of student academic creations.

Intellectual Property Policy for the Lawrence Campus:
http://policy.ku.edu/provost/intellectual-property-policy

For assistance with intellectual property in educational technologies, contact:
The KU Center for Online and Distance Learning
onlinelearning@ku.edu
785-864-1000
1455 Jayhawk Blvd.
Budig Hall, Room 4
Lawrence, Kansas 66045

For assistance with commercialization of intellectual property, contact:
KU Center for Technology Commercialization
ottip@ku.edu
785-864-7783
216 Youngberg Hall, 2385 Irving Hill Road
The University of Kansas
Lawrence, Kansas 66045

KU Trademarks/logos

Any and all uses of the University of Kansas name and trademarks should conform to the University’s visual identity standards.

For assistance with the use of trademarks and logos, contact:
Office of Public Affairs
kupublicaffairs@ku.edu
785-864-7100
1450 Jayhawk Blvd #230
The University of Kansas
Lawrence, Kansas 66045

Additional Resources

The following policies and resources also contain information pertinent to instructional technology:

Acceptable Use of Electronic Information Resources:
http://policy.ku.edu/IT/AcceptableUse

Blackboard, Policies and Procedures Related to Use of, University of Kansas:
http://policy.ku.edu/IT/blackboard

Commercial Note-Taking Ventures, Provost’s Statement on:
http://policy.ku.edu/provost/commercial-note-taking

Electronic Mail Policy:
http://policy.ku.edu/provost/electronic-mail-policy

University of Kansas, General Records Retention Schedule:
http://policy.ku.edu/provost/records-retention-schedule