

EDINBURG CISD INFORMATION TECHNOLOGY ACCESS AND MANAGEMENT GUIDE

All Edinburg CISD student and staff data is confidential and must be maintained accordingly. This guide provides a summary of information technology resources available to District users. Contact your designated campus or department head or the Technology Department for clarification on procedures.

Acceptable Use Policy The ECISD Acceptable Use Policy governs appropriate use of all technology hardware, software, and information access. Users acknowledge receipt of the ECISD Acceptable Use Policy via the ECISD Employee Handbook and Student Parent Handbook signature form. Additional information is available in the [ECISD Board Policy Manual under CQ LEGAL, CQ LOCAL, CQ REGUALTION policies.](#)

Active Directory Account Creation The ECISD Technology Services Department creates user accounts for email and computer access using ITCCS Employee Profile information. Users may inquire with the Technology Training Specialist at the ECISD Technology Department x2325.

Active Directory Administrative Rights The ECISD utilizes the Microsoft Active Directory user management system. Designated Campus Technology Contacts and designated are provided with additional levels of access to manage technology hardware and software for campuses and departments. Users may complete Technology Administrative Rights Request Form to be reviewed by the ECISD Technology Department x2325.

Apple ID for iOS ECISD users will create an ECISD Apple ID for use with District issued iPads. Users will create the Apple ID using their ECISD email account name. Users will download appropriate apps for educational purposes only. Contact your designated Campus Technology Contact or the ECISD Technology Department x2325 for additional information.

Apple iOS App Volume Purchasing Program Users may request an app from the designated Campus Technology Contact, department head, or Technology Department for purchase. Once reviewed and approved, Apple App Store redemption codes will be disseminated accordingly. Contact the ECISD Technology Integration staff for more information x2325.

Business ITCCS Access The ECISD utilizes the ITCCS Business Application for Finance, Payroll, Purchasing, and Fixed Assets. Users may request access by submitting the required RACF Form to Mary Zuniga/Application Specialist x 2136 in the ECISD Finance Department.

Bring Your Own Device The ECISD provides students with the opportunity to bring their own device to school for instructional purposes. Access is provided See Student Parent Handbook, ECISD Acceptable Use Policy, for more information, BYOD Access and Expectations Guide. Contact the Campus Technology Contact or the ECISD Technology Department x2325 for additional information.

Computer Log in The Edinburg CISD computer log in for staff is a combination of first and last name separated by a period. New users are required to log in to a computer on the ECISD network initially in order to activate new computer log in accounts.

Data Access All student and staff data maintained in any ECISD application is confidential. Access to data is for instructional and administrative use only. ECISD users are expected to maintain the integrity of password and computer access. Student and staff data may only be downloaded and printed using ECISD technology equipment. Report suspicious activity or a concern of a breach of data integrity immediately to the Campus Technology Contact, campus or department head, or the Technology Department. Do not share passwords.

Data Reporting Data application users will have options when downloading student and staff data. Data will only be downloaded on school approved technology equipment. Downloading student and staff data to employee personal devices is not allowed.

1. Data Exports
2. Data Mining
3. Crystal Reporting

Data Encryption Software Designated ECISD users utilize encryption software for highly sensitive transmission of information via the ECISD network. The ECISD Insurance Benefits Department maintains confidentiality of all health related information.

<u>DMAC</u>	DMAC is a standardized testing data management system utilized by the Federal Programs Department and campuses containing ECISD student standardized testing information from the State of Texas. Campus or department head approval is required for access. Contact Robert Escamilla x2300 in the Federal Programs Department for access.
eBook Licensing	eBook licenses are available to users via the ECISD Online Follet Bookshelf. Students and staff may utilize the online ebook library by contacting the designated campus librarians for access.
<u>Eduphoria</u>	Eduphoria is a standardized testing data management system that contains standardized testing information from the State of Texas. This application is also utilized to manage District-wide standardized testing benchmark exams. Users may request access to Eduphoria by completing the Eduphoria Request for Access Form with approval from the designated campus or department head. Contact the ECISD Technology Department x2325 for additional information.
Electronic Registrar Online ERO	The ERO is utilized to manage all ECISD Staff Development. User accounts are created by the Staff Development Supervisor x2305.
Email Access	The Edinburg CISD utilizes Microsoft Outlook Exchange email. A staff email account is created by the Technology Department after a new employee profile is created in the ITCCS Business Data System by the ECISD Human Resources Department. The ECISD email account consist of a combination of user first and last name separated by a period. (e.g., jane.doe@ecisd.us, j.doe@ecisd.us) Users must log in to an ECISD computer on the ECISD network in order to activate their ECISD email account. Users may log in to ECISD email by entering mail.ecisd.us into the URL box on a web browser. Please contact the Technology Department x2325 for questions and new account information.
Email Archiving	All ECISD Exchange Outlook email is the property of the Edinburg CISD and is not confidential. The Edinburg CISD maintains a record of all emails for up to 3 years.
Email Spam Filter	The ECISD utilizes an email spam filter to manage inappropriate email. Please contact your designated Campus Technology Contact or the ECISD Technology Department if you receive a questionable email.

Employee Open Transfer Request Window Application	The ECISD Teacher Open Transfer Window and Application will be made available to staff in the spring of each school year. Teachers may submit a request using the application for review. The District will communicate dates and applications links via email and the ECISD website.
E-Rate	The Federal Communication Commission Education “E”-Rate Program funds ECISD network equipment upgrades. Federal rules and guidelines regarding the use of E-Rate equipment must be adhered. See the ECISD E-Rate Policies and Procedures.
FERPA	Family Education Rights and Privacy Act protects student education records.
Hard Drive Integrity	<p>Computer hard drives for designated users will be reimaged as necessary. Hard drives will be removed from all equipment being sent to auction. Computer hard drives for the following users will be labeled with staff name, date removed, and position and stored in a secure location at the Information Technology Building:</p> <ol style="list-style-type: none"> 1. Central Administration Staff 2. Campus Principals 3. Campus Deans of Instruction and Curriculum Assistants 4. District Department Directors
HIPAA	Health Insurance Portability and Accountability Act protects the privacy of individually identifiable health information. HIPAA trainings will be conducted periodically. Contact the Insurance Department for more information x2300.
iCurriculum	iCurriculum is a lesson planning application designed by the ECISD to assist teachers in the management and dissemination of the District-wide curriculum. The username and password for the iCurriculum is the same as the ECISD computer and email log in. Contact the ECISD Technology Department x2325 for additional information.
Internet Filter	The ECISD utilizes an Internet content filter to manage secure and educationally appropriate Internet access. Please contact your designated Campus Technology Contact or the ECISD Technology Department to request a review of any currently blocked or unavailable website or online instructional/administrative resource.
Inventory	

Management	<p>All technology capital outlay equipment purchased by departments and campuses must be delivered to the ECISD Fixed Assets Department for inventory management. An asset tag will be placed on technology equipment with the following information for tracking purposes:</p> <ol style="list-style-type: none"> 1. ECISD Asset Tag 2. ECISD Asset Tag Number 3. ECISD Purchase Order and Fund Number <p>Campus Technology Contacts or department head designee will maintain an inventory of all technology equipment delivered to the campus or department. Technology inventory will not be See Fixed Assets Department for procedures, documents, and process workflow.</p>
iTunes University	<p>The ECISD iTunes University apps contain ECISD curriculum information available for ECISD instructional users. Contact the Curriculum and Instruction Department Specialists for the required App Store redemption codes.</p>
Kronos	<p>The Kronos system is utilized by the Business Department to manage time keeping expectations for wage and hour employees. Contact the designated campus or department Kronos manager for additional information or to report concerns and manual edits.</p>
Long Distance Code	<p>A long distance 4 digit code is assigned to each campus and department to utilize as required. Contact your designated campus or department administrator for access.</p>
Lost or Stolen Equipment	<p>Report lost or stolen equipment immediately to the designated Campus Technology Contact or department head. Complete the ECISD Lost or Stolen Equipment Form. A police report must be completed by the ECISD Police Department for lost or stolen equipment. The ECISD Lost or Stolen Equipment Form and ECISD Police Report must be submitted to the ECISD Technology Department.</p>
Network Security	<p>Access to network equipment will be minimized to network administration and designated vendor support teams. The Coordinator of Network Administration will maintain access control for all network switches, routers, wireless controllers, etc.</p>
Open Records Requests	<p>Request for allowable information may be submitted to the Public Relations Office using the ECISD Open Records Request Form.</p>

Contact the Public Relations Office x2300 for additional Information.

ParentLink-Blackboard

ParentLink-Blackboard is the District-wide for voice, text, and email mass notification system utilized to communicate to parents, students, and staff. The system is utilized to communicate events, student absence occurrences, and emergencies as needed. Contact your designated campus or department head to request access.

Password Resets

Users may request a password reset instructions for designated applications by contacting the ECISD Technology Department x2325.

Password Security

It is the responsibility of staff to secure all passwords. Contact the Technology Services Department for additional information. Do not share passwords.

[Employee Payroll Access](#)

The ECISD Employee Payroll Access provides employees with updated payroll information. Contact the ECISD Payroll Department x2310 for more information.

SmartFind Express SEMS

The SEMS system manages all substitute requests for teachers and absence requests for staff. All staff are required to complete an absence request in the SEMS system for review and approval by the designated campus or department head. Designated staff must email the immediate supervisor with the absence job number. Account access is managed by the Human Resources Department x2300.

Skyward Account Access

Access to the Skyward Student Data Management System must be approved by a campus or department administrator. Security access is provided for specific levels of access to program information and for designated schools. Please contact the Data Programming Department x2325 for additional information. New accounts will require the following information prior to being created.

1. Computer Log in
2. Employee ID
3. Campus Code
4. Security Level of Access – Write or Read Only Access
5. Position

[Skyward Attendance Reporting](#)

Attendance reporting for District ADA funding is maintained in the Skyward Student Management. Accuracy of attendance reporting by teachers and designated campus staff is important in order to adhere to accurate state funding rules and guidelines.

[Skyward Grade Management](#)

Teachers and campus registrars maintain student grades and academic records. See Skyward Grade Management processes and procedures on the ECISD Skyward Information website.

[Skyward PEIMS Reporting](#)

The ECISD PEIMS Department manages the state and federal data reporting requirements for the District.

[Skyward Security Role Management](#)

Security roles and access are maintained in Skyward by the Coordinator of Data and Application Management. Security roles will be reviewed periodically and updated to reflect additional needs for access. Users may request access to Skyward and a review of security groups levels and roles by submitting a Skyward Access Request Form to the Coordinator for Data and Application Management x2325.

[Skyward Special Program Management](#)

Skyward Special Program eligibility such as Special Education, Bilingual/ESL, Migrant, etc. are maintained by ECISD Special Program staff. State and Federal rules and guidelines are used to maintain accuracy for state and federal funding and accountability reporting.

Social Security Information

Student and staff social security numbers are confidential. Social security numbers should not be accessed, downloaded, or printed without the written consent from a designated Assistant Superintendent. Report any violation immediately to the designated campus or department head. Users needing to download or print student and staff social security number information must complete the ECISD Highly Confidential Data Access Request Form and submit it to the Assistant Superintendent for Technology Services for review and approval.

StarChart

The State of Texas StarChart is an annual requirement. Designated staff will complete the StarChart self-assessment in the fall semester of each school year. Contact the Edinburg CISD Technology Integration Specialists at x2325.

SuccessEd The Special Education Department utilizes the SuccessEd software to manage all documentation for student Individual Education Plans. Users may contact the Special Education Department x2300 for additional information.

Technology Equipment Purchasing Campuses and departments will utilize the ECISD Technology Quotes Listing of approved vendors and equipment. Contact the Technology Department x2325 for additional information.

Technology Equipment Work Order A technology equipment work order must be submitted by the designated Campus Technology Contact or department lead using the Eduphoria work order system.

Textbooks Textbooks will be delivered to the Textbooks Department and inventoried prior to dissemination to schools. Campuses or departments will utilize the TipWeb System to manage textbook inventory. Designated campus administrator and Textbook Department staff will conduct an annual inventory of textbooks.

[TipWeb Inventory System](#)

The TipWeb Textbook inventory management system is utilized to manage textbooks and resources for the District. Campus and department administrators are provided access and training to maintain the inventory at their designated location. Contact the ECISD Textbooks Department x2300 for more information.

Website Management The ECISD utilizes SchoolDesk to manage the ECISD District and Campus websites. Campus Technology Contacts maintain information for campus and department websites. Contact the ECISD Technology Department x2325 for training opportunities.