Bandera ISD

2018-2019

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT SYSTEM ACCEPTABLE USE POLICY

IMPORTANT

Bandera Independent School District has made the decision to distribute the 2018-2019 Electronic Communication and Data Management System Acceptable Use Policy primarily in an on-line format. A PDF version of this policy can be downloaded or viewed from the Bandera ISD web site. Printed copies of the policy are available for review at each Bandera ISD campus.

Bandera
Independent School District

www.banderaisd.net

Our Mission Statement

The mission of the Bandera ISD is to provide ALL students with the opportunity to succeed at their highest levels; academically, ethically, and socially, allowing students to advance successfully throughout their lifetimes.

Non-Discrimination Statement

1. Bandera ISD offers career and technology education programs in Information Technology, Agriculture, Business, Consumer Science and Industrial Education. Admission to these programs is based on interest and aptitude, age appropriateness, and class space available.
2. It is the policy of Bandera ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of Bandera ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. Bandera ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
5. For information about your rights or grievance procedures contact the Title IX Coordinator, Dr. Jerry Hollingsworth, at 815 Pecan Street, POB 727, 830-460-3890 and/or the Section 504 Coordinator, Bonnie Hale, at 815 Pecan Street, POB 727, 830-460-3890.

Notificacion publica de no discriminar en

1. Bandera ISD ofrece programas vocacionales en actividades técnicas aplicadas, agriculture, actividades industrial, actividades derecho, y actividades. La admisión a estos programas se basa e interés y ablilidad, su edad apropridad, y los numeros de los estudientes en il clase.
2. Es norma de Bandera ISD no discriminar por motivos de raza, color, origen national, sexo o impedimento, en sus programas, servicios o activades vocacionales, tal como lo requieren el Título VI de la Ley de Deprechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
3. Es norma de Bandera ISD no discriminar por motivos de raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
4. Bandera ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.
5. Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Dr. Jerry Hollingsworth, en 815 Pecan POB 727, 830.460.3890, y/o el Coordinador de la Sección 504, Bonnie Hale en 815 Pecan POB 727, 830.460.3890.

Bandera ISD Electronic Communication and

Data Management Acceptable Use Policy

Bandera ISD Electronic Communication and
Data Management System Acceptable-Use Policy

GENERAL REQUIREMENTS

The Superintendent and the Superintendent's designee will oversee the District's electronic communications system. The Superintendent's designee is the District's Technology Director, who can be reached at (830) 460-3891.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

The terms "District's system" and "computer resources" include all networking infrastructure (including wired and wireless), computers and any portable hardware devices and their associated software, including, but not limited to: video conferencing equipment, digital cameras, projection systems, scanners, fax equipment, laptop computers, tablets, and Chrome devices.

Access to the Bandera ISD computer resources is a privilege, not a right. Failure to comply with the guidelines set out in this Acceptable Use Policy may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Students should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system. Employees should refer to policy DH (Local), and DH (Exhibit) and the Employee Handbook for a detailed description of the consequences of improper use of the computer system.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright and the Technology Department. Educational software licenses will be required for all software or data placed on any system connected to the District's system. Personal software or data may not be placed on any system connected to the District's system.

Hardware and software are not to be altered, installed or removed in any manner, including system settings.

Bandera ISD copyrights the contents of the Bandera ISD Internet website and maintains that site for educational purposes only. Viewing of material on that site does not imply any right to reproduce, retransmit or redisplay it. That site is protected by copyright and other applicable federal and state laws. No text, image, or other materials on the District website may be copied, retransmitted, redisplayed or modified without the express written consent of Bandera ISD. Unauthorized use, copying, or access will be prosecuted under Title 17 of the United States Code and/or Texas Penal Code Chapter 33.

Electronic mail transmissions and other use of the electronic communications system are not private and may be monitored at any time by Internet service providers, operators of system file servers, and designated District staff to ensure appropriate use. Each person who wishes to use the District's electronic mail or communications system must execute a written consent form acknowledging the person's awareness of the District's monitoring of electronic mail and other forms of electronic communications and consenting to such monitoring. If any person refuses to consent to the monitoring of electronic mail or electronic communications, that person will not be granted the privilege of using the District's electronic mail and communications system.

No original work created by any District employee or student outside the District's system shall be posted on a web page, either Internet or intranet, under the District's control unless the District has received written consent from the employee or student (and the student's parent or guardian) who created the work. All original work must be reported as such before it is incorporated into a District publication. The owner must agree to allow the District to use it free of charge for as long as it desires.

All Internet and intranet web pages created or edited by students and student organizations on the District's computer system will be subject to treatment as District sponsored publications. Accordingly, Bandera ISD reserves the right to exercise editorial control to the same extent as other student publications. (See Board policies FMA (Legal) and FMA (Local).)

No personally identifiable information about or picture of a District student will be posted on the Bandera ISD Internet or intranet website unless the District has received written consent from the student's parent or guardian.

No personally identifiable information about or picture of a District employee or official will be posted on the Bandera ISD Internet or intranet website unless the District has received written consent from the employee or official.

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District's system.

2. As appropriate and with the approval of their teacher, students will be granted access to the District's system.

3. The District may assign students individual Google Drive accounts.

4. A teacher may apply for a class/organization electronic mail account and, in doing so, shall be ultimately responsible for use of the account.

5. The District will require that all passwords be managed according to published guidelines.

6. Web Pages. Under the direct supervision of a sponsoring teacher, students may be permitted to create and edit Internet or intranet web pages reporting on student educational activities, class projects, participation in officially recognized activities and sports, as well as honors and awards received. The District shall determine the subject matter of student created web pages, and students will not be permitted to establish personal web pages. No students will be permitted to create or edit web pages unless the District receives written consent from the student's parent or guardian. No personally identifiable information about or picture of a District student will be posted on a student created or edited web page unless the District has received written consent from the student's parent or guardian. No personally identifiable information about or picture of a District employee or official will be posted on a student created or edited web page unless the District has received written consent from the employee or official.

7. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.

8. Students completing required course work on the system will have priority of use over members of the public, even after school hours.

9. Personal computing devices, including laptops, tablets, smartphones, or other wireless devices, may not be connected to the District's system without the permission of the campus principal and Technology Director.

ON-LINE CONDUCT

The following standards will apply to all users of the District's electronic information/communications system:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

3. System users may not use another person's system account without written permission from the campus administrator or District Technology Director, as appropriate.

4. A system user is responsible for the proper use of the computer system for the duration of the system's use.

5. Students may not use the District's electronic communication system to distribute personal information about themselves or others.

6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission may be specified in the document or must be obtained directly in accordance with applicable copyright laws, District policy, and administrative regulations.

7. System users may not download or install public domain programs to the system. System users may not download public domain programs for their own use or may not redistribute a public domain program.

8. System users may not send, purposely access, or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

9. The system may not be used for financial or commercial gain or business use.

10. System users shall not post or forward personal communications without the original author's consent.

11. System users shall not post anonymous messages. Students shall not post messages to Blogs unless as part of a school-sanctioned project.

12. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.

13. System users may not gain unauthorized access to resources or information.

14. System users shall not play games with others on the network or Internet. Non-educational Internet games are prohibited.

15. System users shall only download the information needed, and shall print only the information needed.

16. System users should use their access time efficiently, and be mindful of the fact that there are others who need to use the network.

17. Students may not use the system to copy, upload, download or post pictures, video images or voice recordings of other students, District employees or District officials without the written permission of the person whose picture, video image or voice recording is being copied, uploaded, downloaded or posted.

18. System users are prohibited from installing any device or software that will permit or facilitate the recording of any keystrokes, the acquisition of any passwords or the acquisition of any other security related information.

19. Administrative staff and teachers have priority use of the District's system. Students shall not use the District's system in such a way that would impede District operations.
20. System users are prohibited from bypassing the District's Internet content filter by any means including the use of Internet proxy sites, https addresses, or Mi-Fi hotspots.
21. Refrain from activities that consume large amounts of bandwidth including non-educational video streaming, Internet radio, downloading or uploading personal files including music, photos, and videos.
22. Refrain from altering another student's website.
23. Use appropriate language: swearing, vulgarity, ethnic or racial slurs and the use of any other inflammatory language are prohibited.
24. Refrain from pretending to be someone else when sending/receiving messages; this is considered inappropriate, and will not be permitted.
25. Refrain from transmitting obscene messages or pictures; this behavior is prohibited.
26. Refrain from using the network in such a way that would disrupt the use of the network by others; this conduct is also prohibited.
27. Refrain from "hacking" or other use of computers to gain unauthorized access to District or other data bases, including student, faculty or District data files without permission; this type of behavior is prohibited.
28. Students shall refrain from using the network for soliciting or purchasing commercial materials and/or services of any kind.

If any system user believes there is a problem or is uncomfortable with the information someone is sending them via the Internet, the system user should tell a teacher, campus staff member, or administrator immediately. Employees should notify their supervisor. If a system user asks another system user to no longer send them electronic mail or in any way contact them, the system user receiving such a request must stop all contact immediately. Although a system user may have some right to freedom of expression, that right must be balanced with the right others have to be free from harassment. No system user has an unfettered right to use the system to express himself or herself in any manner he or she wants.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data, or data of another user (including student web pages) of the District system, or any of the agencies or other networks that are connected to the Internet is prohibited, and will be considered to be an act of vandalism. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations, and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct] The Bandera ISD Student Code of Conduct explicitly prohibits vandalism, and students may be disciplined accordingly.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences. The Bandera ISD Student Code of Conduct and its Employee Handbook explicitly prohibits forgery, and students or employees may be disciplined accordingly.

INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. The Internet is a network of networks; through the District's system, users will have access to databases, libraries and computer services all over the world. With this opportunity to access and work with an incredible amount and variety of information comes great responsibility, and it is essential that all users of the District's system comply with the provisions of this Acceptable Use Policy.

1. A student who gains access to such inappropriate materials is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

2. An employee who gains access to such materials is expected to discontinue the access as quickly as possible and to report the incident to his or her supervisor.

3. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the Student Code of Conduct.

4. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See Policy DH (Local) and DH (Exhibit), and the Employee Handbook]

5. Participation in chat rooms on the Internet using the District's system is not permissible unless part of a school-sanctioned activity.

6. Any student who substantially disrupts the educational process as a result of showing disrespect to District employees or officials by the use of a computer or the Internet shall be subject to discipline under the District's Student Code of Conduct. This includes substantial disruption caused by the posting of any comments about or images of District employees or officials on any Internet website that are demeaning, obscene, vulgar or profane, and which comments or images can be accessed using the District system.

7. Any student who substantially disrupts the educational process as a result of using pictures, images or voice recordings of any District employee or official without the written authorization of the campus principal and the District employee or official in the picture or image or on the recording shall be subject to discipline under the District's Student Code of Conduct.

TERMINATION/REVOCATION OF SYSTEM USER ACCOUNT

Termination, suspension or revocation of an employee's or student's system access for violation of District policies or regulations will be effective on the date the campus principal or District Technology Director receives notice of the suspension, termination or revocation of system privileges, or on a future date if so specified in the notice.

USE BY MEMBERS OF THE PUBLIC

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

1. Imposes no significant or unrecoverable cost on the District;

2. Does not unduly burden the District's computer or network resources;

3. Does not take away resources from the student; and

4. Does not involve violating any of the provisions of this Acceptable Use Policy.

Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system. Members of the public will be required to sign a form acknowledging that they have read and understood the Acceptable Use Policy, and agree to abide by its requirements. The District may suspend, revoke or terminate any person's access to the system upon any violation of District policy and/or administrative regulations regarding acceptable use.

INTELLECTUAL PROPERTY RIGHTS

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any item or product created for its use by an employee even when the author is no longer an employee of the district.

Students who are being directed by teachers of the District to create work for the District's electronic communications system shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any item or product created for its use by a student even when the student is no longer enrolled.

DISCLAIMERS

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed or provided by the system, or that the information or software contained on the system, will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed or provided by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The Internet is a network of many types of communication and information networks. It is possible that the user may run across areas of adult content and some material objectionable to students, their parents or members of the public. Parents are encouraged to have a discussion with their children concerning access to appropriate materials, and all users are encouraged to report any objectionable material to the campus principal or the District Technology Director. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be the responsibility of each user to follow the rules for appropriate use.

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

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

FINAL NOTE

Every user of the District's system, including District employees, students and members of the public, will be required to sign an Agreement and Acknowledgment Form before they will be permitted to use the District's system. As noted above, violations of the Acceptable Use Policy may prompt termination, revocation, or suspension of the privilege of using the District's system, and other disciplinary action.

Each Agreement and Acknowledgment Form will contain, and in part, the following provisions:

"I have read the Bandera ISD Electronic Communication and Data Management System Acceptable Use Policy, and agree to abide by the provisions contained in that document. In consideration for the privilege of using the District's Electronic Communication and Data

Management System, and in consideration for having access to the public networks, I hereby release the District, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from any use of, or an ability to use, the District's system, including, without limitation, the type of damages identified in the District's policy and administrative regulations. I also expressly acknowledge being aware that the District has a right to monitor electronic mail and other forms of electronic communications, and I expressly consent to such monitoring."