

Socorro ISD
071909

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

PURPOSE

The District shall provide students, employees and parents with access to the District's electronic communication system, which includes Internet access and email.

The District system may be used for educational purposes. The only purpose of the District system is to assist in preparing students for success in life and work in the twenty-first century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase District intracommunication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the District system.

Users may not use the system for political lobbying, as defined by Board policy. District students, employees and parents may use the system to communicate with their elected representatives and to express their opinion on political issues.

The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

DISTRICT
RESPONSIBILITIES

The Superintendent or designee will serve as the coordinator to oversee the District system.

Each campus principal will serve as the campus-level coordinator for the District system and will approve campus-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, and be responsible for interpreting the District acceptable use policy at the campus level.

The department of information services shall establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a District virus protection process, and maintain executed user acceptable use policies (AUP).

The Superintendent shall designate a building level coordinator for the District system for each of the noncampus District facilities, such as SAC, support services, etc. The designated District system coordinator shall approve all facility level activities, shall ensure that all staff receive proper training in the use of the system and the requirements of the policy, establish a system to ensure adequate supervision of staff using the system, and be responsible for interpreting the District acceptable use policy at the facility.

TECHNICAL
SERVICES
PROVIDED
THROUGH DISTRICT
SYSTEM

E-MAIL	E-mail allows students, employees and parents to communicate with people from throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.
WORLD WIDE WEB	The Web provides access to a wide range of information in the form of text, graphics, photographs, video and sound, from throughout the world. The Web is a valuable research tool for students and employees.
FILE TRANSFER PROTOCOL FTP	FTP allows users to download large files and computer software.
INTERNET SAFETY	<p>The District has acquired software designed to block access to certain sites.</p> <p>The Superintendent or designee shall develop and implement an Internet safety plan to:</p> <p>Control students' access to inappropriate materials, as well as to materials that are harmful to minors;</p> <ol style="list-style-type: none"> 1. Ensure student safety and security when using electronic communications; 2. Prevent unauthorized access, including hacking and other unlawful activities; and 3. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
FILTERING	<p>Each District computer with Internet access shall have a filtering device 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.</p> <p>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.</p>
ACCESS TO THE SYSTEM	<p>The District's acceptable use policy including all applicable Board policies and administrative regulations shall govern all use of the District system. Student use of the system shall also be governed by the Student Code of Conduct. Employee use shall also be governed by District policy and administrative regulations.</p> <p>All District employees and students shall have access to the Web through the District's networked computers. Students, employees and parents must sign the AUP to have access. Parents may specifically request that their child(ren) not be provided such access in writing on a form provided by the District. District employees shall be provided with an individual account, a signed AUP is required.</p> <p>Guests may receive an individual account with the approval of a District administrator if there is a specific, District-related purpose requiring such access. Use of the system by a guest must be specifically limited to the District-related purpose. The guest must agree to comply with the District's AUP. If the guest is a minor, parental approval will also be required.</p>
PARENTAL NOTIFICATION AND RESPONSIBILITY	<p>The District shall notify parents about the District network and the policies governing its use. Parents must sign an AUP to allow their student to have an individual account. Parents may request alternative activities for the child(ren) that do not require Internet access.</p> <p>Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.</p>

The District acceptable use policy contains restrictions on accessing inappropriate material. The District shall encourage parents to teach their child(ren) what material is and is not acceptable for access through the District system.

The District shall provide students and parents with guidelines for student safety while using the internet.

DISTRICT DISCLAIMER OF LIABILITY

The District makes no warranties of any kind, either express or implied, that the system, functions, or the services provided by or through the District system will be error-free or without defect. The District is not responsible for any loss or damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District is not responsible for financial obligations arising through the authorized or unauthorized use of the system. The District has no liability or responsibility to students, parents, employees, or guests under applicable law for any claims arising from use of the District's system.

USER RIGHTS

The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.

In the event there is an allegation that a student has violated the District acceptable use policy, the student shall be afforded such rights and subject to such sanctions as set forth in District policy and the Student Code of Conduct.

Disciplinary actions shall be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Code of Conduct the violation shall be handled in accordance with the applicable provision of that document.

Employee violations of the District acceptable use policy shall be handled in accordance with District policy and administrative regulations.

Any District administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files without notice to the user.

SEARCH AND SEIZURE

System users have no privacy expectation in the contents of their personal files on the District system. The system belongs to the District, which has the right to access any portion of the system and any files contained in the system as authorized by the Superintendent or designee.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District acceptable use policy, District policy, administrative regulations or the law. If there is reasonable suspicion that a user has violated the law or District policy, District officials have the right to search any files at any time. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

District employees shall be notified that their files may be public information under the Texas Public Information Act.

COPYRIGHT AND PLAGIARISM

District policies on copyright shall govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees shall make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers shall instruct students to respect copyright and to request permission when appropriate.

District policies on plagiarism shall govern use of material accessed through the District system. Teachers shall instruct students in appropriate research and citation practices.

ACADEMIC FREEDOM, SELECTION OF MATERIAL, STUDENT RIGHTS TO FREE SPEECH

Board policies and applicable law on academic freedom and free speech shall govern the use of the Internet.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers shall preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers shall provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers shall assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

DISTRICT WEB SITE

The District has established a Web site and has developed Web pages that present information about the District. The department of information systems with the assistance of the department of communication services has been designated the Webmaster, responsible for maintaining the District Web site.

SCHOOL OR CLASS WEB PAGES

Schools and classes may establish Web pages that present information about the school or class activities. The campus principal shall designate an individual to be responsible for managing the school Web site.

STUDENT WEB PAGES

With the approval of the campus principal, students may establish personal Web pages. The principal shall establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student's Web site must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District."

EXTRACURRICULAR ORGANIZATION WEB PAGES

With the approval of the campus principal, extracurricular organizations may establish Web pages. The principal shall establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and shall include only student-produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District."

DISTRICT ACCEPTABLE USE POLICY

The following apply:

PERSONAL SAFETY RESTRICTIONS FOR STUDENTS ONLY

1. Users shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, and work.
2. Users shall not agree to meet with someone they have met on-line without parental approval and participation.
3. Users shall promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

**ILLEGAL
ACTIVITIES**

Users shall not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

Users shall not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users shall not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

**SYSTEM
SECURITY**

Users are responsible for the use of their individual accounts and shall take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users shall immediately notify the department of information systems if they have identified a possible security problem. Users shall not attempt to investigate security problems because this may be construed as an illegal attempt to gain access.

Users shall avoid the inadvertent spread of computer viruses by following the District virus protection procedures when they download software.

**INAPPROPRIATE
LANGUAGE**

The following shall apply:

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Users shall not post information that, if acted upon, could cause damage or a danger of disruption.
4. Users shall not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, the user shall stop sending messages.
6. Users shall not knowingly or recklessly post false, inaccurate, or defamatory information about a person or organization.

**RESPECT FOR
PRIVACY**

Users shall not report a message that was sent to them privately without permission of the person who sent them the message.

Users shall not post private information about another person.

**RESPECTING
RESOURCE
LIMITS**

The following shall apply:

1. Users shall use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
2. Users shall not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
3. Users shall not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
4. Users shall check their e-mail frequently and delete unwanted messages promptly.
5. Users shall subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

PLAGIARISM
AND COPYRIGHT
INFRINGEMENT

The following shall apply:

1. Users shall not plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writing of others and presenting them as if they were original to the user.
2. Users shall respect the rights of copyright owners. Copy infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expresses requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

INAPPROPRIATE
ACCESS TO
MATERIAL

Users shall not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

If a user inadvertently accesses such information, the user should immediately disclose the inadvertent access to the teacher, principal, or supervisor, or as required by Board policy and administrative regulation. This will protect users against an allegation that they have intentionally violated the acceptable use policy.

DATE ISSUED: 01/28/2002
LDU-04-02
CQ(LOCAL)-X

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]