

Brownsville ISD
031901

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT CQ (REGULATION)

The Superintendent or designee will oversee the District's electronic communications system. The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited. The District will provide training to employees 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.

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. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

SYSTEM ACCESS

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

- With the approval of the immediate supervisor, District employees will be granted access to the District's system.
- The District will require that all passwords be changed every 90 days.
- A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
- Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.

Students completing required coursework on the system will have first priority for use of District equipment after school hours. Any system user identified as a security risk or having violated District and/or campus computer use guidelines may be denied access to the District's system.

CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communications system, the principal or designee will:

- Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
- Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
- Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
- Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
- Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
- Set limits for disk utilization on the system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

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

ON-LINE CONDUCT

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

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

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

System users must purge electronic mail in accordance with established retention guidelines.

System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.

System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This 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, hardware, or software costs.

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 or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

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.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION/ REVOCATION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

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 by, 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 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 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.

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CQ
(EXHIBIT)

See the following pages for forms that may be used by the District:

Exhibit A: Parent Letter for System Users - 1 page

Exhibit B: Student Agreement for Participation in an
Electronic Communications System - 1 page

Exhibit C: Employee Agreement for an Electronic Communications
System Account - 1 page

EXHIBIT A

PARENT LETTER FOR SYSTEM USERS

Dear Parents:

Your child has been selected to participate in the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,

Principal or Technology Coordinator

EXHIBIT B

STUDENT AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATIONS SYSTEM

The student agreement must be renewed each academic year.

1. STUDENT

Name _____ Grade _____

School _____

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

2. SPONSORING TEACHER

I agree to sponsor the above student and to supervise his or her responsible use of the District's system as defined by the District's policy and administrative guidelines.

Teacher's signature _____ Date _____

3. SPONSORING PARENT OR GUARDIAN

I have read the District's electronic communications system policy and administrative guidelines. In consideration for the privilege of using the District's electronic communications 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 my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

___ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

___ I do not give permission for my child to participate in the District's electronic communications system.

Signature of parent or guardian _____

Home address _____

Date _____ Home phone number _____

EXHIBIT C

EMPLOYEE AGREEMENT FOR AN ELECTRONIC COMMUNICATIONS SYSTEM ACCOUNT
I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications 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 my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature _____

Home address _____

Date _____ Home phone number _____

This space reserved for system administrator

Assigned username _____

Assigned password _____

DATE ISSUED: 11/03/97

LDU-45-97

CQ(E)-X

This online presentation of your district's policy concerning the stated subject material is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress nor is it a legally binding document. Please contact your school district's Superintendent for the official, legally binding generation of this and the other policies that pertain to your district.