



Administrative Regulations

South San Antonio Independent School District

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Technology Resources - EXHIBITS – 2023	

See the following pages for forms regarding the use of District technology resources:

Exhibit A: Letter to Parents Regarding Use of Online Technology Resources—1 page

Exhibit B: Student Agreement for Acceptable Use of the District’s Technology Resources—8 pages

Exhibit C: Employee Agreement for Acceptable Use of the District’s Technology Resources—5 pages

Exhibit D: Board Member Agreement for Acceptable Use of the District’s Technology Resources—4 pages

Exhibit E: Agreement for Acceptable Use of the District’s Technology Resources by a Non-school User—3 pages

Exhibit F: Staff Request for Approval of Technology Resources—1 page

Exhibit G: Data Breach Prevention and Response Plan—5 pages

Exhibit H: Parent Consent Form for District Nonemergency Mass Communications—1 page

Exhibit I: Parent Revocation of Consent for District Nonemergency Mass Communications—1 page

Exhibit J: Interactive Websites, Google Apps, and Other Third-Party Accounts —1 page

Exhibit K: Student Work Release Authorization Form —1 page

Exhibit L: Student Information Release Authorization Form —2 pages

Exhibit M: Acknowledgement of Option for Electronic Distribution of the Student/Parent Handbook —1 page



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EXHIBIT A

LETTER TO PARENTS REGARDING USE OF ONLINE TECHNOLOGY RESOURCES

[Date]

Dear Parent:

Your child has access to a variety of technology resources provided through the District, including online applications for use on or off campus. Resources such as online guides, instructional videos, interactive tutorials, and many other applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning.

All digital subscriptions and technology tools, made available to students through the District, have been vetted by the District's technology team for quality, appropriateness, online security, and data privacy. In compliance with CIPA, Children's Internet Protection Act, the District is required to implement a "technology protection measure" – generally referred to as an Internet content filter to block access to visual depictions deemed "obscene," "explicit," "violent or "harmful to minors." Internet content filtering is required for all Internet-enabled computers, used within district boundaries, whether used by minors or adults. The specific resources available to your child will depend on your child's age and grade level, and are outlined in the Student Agreement for Acceptable Use of the District's Technology Resources.

Additionally, the District contracts with certain providers of online educational services to provide District services and functions, including essential instructional and logistical programs such as the District's Student Information System, online grade book, and the online lunch account management system. Where personally identifiable student information is implicated, service providers act as District officials and access only the information needed to perform the contracted service. These outside parties are obligated to follow local, state, and federal laws in compliance that personally identifiable information is protected against disclosure. Contracted service providers agree to comply with said restrictions in regards to District data security, protection, and ownership. A list of such services and the nature and type of student information used is available upon request, from the SSISD technology department.

It is important that you and your child read the District Policy Handbook and student agreement form and discuss these requirements together.

If you have questions or need help understanding these materials, please contact your child's campus leadership or the district technology department.

Sincerely,

Raymond Medina, Director of Technology
South San Antonio ISD



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EXHIBIT B

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District's computer network. The network connects resources on the campus and provides digital instructional resources at the classroom, campus, and district level. The District's computer systems and networks are defined as any combination of hardware, operating system software, application software, stored text, and data files. Examples include electronic mail, local databases, externally accessed resources (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The district reserves the right to monitor all resource activity.

With this educational opportunity comes responsibility. It is important that students, parents, and staff read the District policy, regulations, and the agreement form and ask any questions needed to help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

The network is provided for students to conduct research, complete assignments, communicate and collaborate with others. This technology is the property of the District and is provided to students as a privilege, not a right. It is the expectation of the District that students will use these resources for accessing information, publishing information locally, and/or publishing on the web in a manner that is both responsible and lawful. Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on the school's network. If a student is uncertain whether or not something is inappropriate, the student should consult an adult.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI.]

You are being given access to the following technology resources:

- An internal District e-mail account, that can only be used for internal communication between SSISD accounts, but not limited to access to cloud-based (online) document storage and collaboration space (Google Apps for Education, for instance);
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use in classroom and/or at home; and
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parent) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use.



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If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Responsible Use

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with school work.
- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts, but will use a District created classroom account as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer or device. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer or device whether they or another student initiate the activity and must not let other students access their computer or device. Students must properly log off the system before leaving their computer.



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- Group computer usage in which multiple students simultaneously share access to a single computer or device is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

Student Network/Internet/Email User Agreement

Acceptable uses of technology are devoted to activities which support teaching and learning. The following is our agreement with students concerning the use of technology in the school setting. As a student, I agree:

- To use the hardware and software provided by South San Antonio ISD for educational purposes.
- To protect the privacy of my username and password from others.
- To follow the rules of copyright law and guidelines as well as trademark laws and licensing agreements in the copying of text, images, or other files from the Internet or other resources.
- To immediately notify the supervising teacher if I access something questionable.
- Not to copy or modify files, data, or passwords belonging to other users and/or not to use their usernames and passwords.
- Not to reveal personal information or images online such as my name, email address, home address and telephone numbers, without written permission from my parent or guardian.
- Not to reveal personal information or images of any other individual online such as the name, email address, house address or telephone numbers.
- Not to illegally install licenses or copyrighted software.
- Not use a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates School or District policies, including illicit and illegal use.
- Not use film or digital cameras and film or digital camcorders in any way that violates School or District policies, including illicit and illegal use.
- Not take unauthorized videos/photos of people or events within the district and/or post on any website.
- Not to vandalize any hardware, software or data including hacking into the school network and/or creating and transmitting computer viruses.



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- Not to change any computer setting without permission from the supervising teacher.
- Not to participate in any actions which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious or dangerous to the integrity of technology/information resources of the District.

Inappropriate Use

The following are examples of inappropriate use of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Encrypting communications to avoid security review;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs, without permission, or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments to meet in person people met online; if a request for such a meeting is received, it should be immediately reported to a teacher or administrator;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Wasting school resources through the improper use of the District's technology resources, including sending spam; and
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.

Information Content / Third-party Supplied Information



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System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, 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 who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

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

Reporting Violations

☑ You must immediately report to a supervising teacher or the technology coordinator any known violation of the District's applicable policies, Internet safety plan, or responsible use guidelines.

☑ You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Consequences for Inappropriate Use

The unacceptable uses listed above are not all-inclusive, but only are representative of possible scenarios. A user who commits an act of misconduct that is not specifically listed may also be subject to disciplinary action. Violations of this policy, including but not limited to improper use of copyrighted material, should be reported to the campus technology facilitator or a campus administrator. In addition, if a student is receiving Special Education services, applicable State and Federal guidelines will be followed.

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws. The student agreement to abide by these guidelines must be renewed each academic year.



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Student and Parent Agreement for Acceptable Use of the District's Technology Resources

Student Name: _____ Grade: _____ School: _____

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement, and I agree to abide by their provisions, including the District's guidelines for responsible online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

I understand that this user agreement must be renewed each school year.

Student's signature: _____ Date: _____

Parent

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I understand that my child's use of the District's technology resources is not private and that the District will monitor my child's activity.

I understand that the District uses certain cloud-based (online) applications, meaning applications that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes. A list of online applications and the nature and type of student information used is available upon request from your child's campus or from the SSISD technology department.

I give permission for my child to access the District's technology resources, including District-approved online applications, and certify that the information contained on this form is correct.

Parent's signature: _____

Parent's name (print): _____ Date: _____



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ADDENDUM ADDRESSING STUDENT USE OF PERSONAL TELECOMMUNICATIONS OR OTHER ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES WHILE ON CAMPUS

The District permits use of personal telecommunications or other electronic devices by students for instructional purposes while on campus.

Rules for Responsible Use

- You may use your personal electronic device for instructional purposes only as authorized by your teacher or campus staff.
- When using the device for instructional purposes while on campus, you must use the District’s wireless Internet services and are prohibited from using a personal wireless service. Any attempt to bypass the District’s filter will result in loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When accessing the District’s technology resources using your personal device, you must follow the District’s technology resources policy and associated administrative regulations, including
- the acceptable use agreement you signed for access to the District’s technology resources.
- When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non-instructional use as published in the student handbook.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District’s technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
- The District is not responsible for damage to or loss of devices brought from home.

Student

I wish to use the following telecommunications or other electronic device for instructional purposes while on campus:

Name: _____ Grade: _____

School: _____ Date _____



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I understand that my use of the District's technology resources, including the District's wireless Internet services, is not private and that the District will monitor my activity.

I understand that my personal electronic device may be searched by District administrators in accordance with policy FNF.

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices, and I agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or suspension or revocation of permission to use my personal electronic device for instructional purposes while on campus.

I understand that this user agreement must be renewed each school year.

Student's signature: _____ Date: _____

Parent

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policies and administrative regulations.

I understand that my child's use of the District's technology resources, including the District's wireless Internet services, is not private and that the District will monitor my child's activity.

I understand that my child's personal electronic device may be searched by District administrators in accordance with policy FNF.

I give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

Parent's signature: _____ Date: _____



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EXHIBIT C

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

The Superintendent or designee will oversee the District's information technology system. 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 and safe use of this resource.

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook.] Please contact the SSISD Human Resource Department at 210-535-1201 ext. 3646 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access. Additionally, the District prohibits harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies DH, DIA, and FFH.]

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

You are being given access to the following technology resources:

- A District e-mail account, including access to cloud-based (online) document storage and collaboration space (Google Gmail, for instance);
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use in office, classroom, and/or at home; and
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. If you are being issued a District-owned technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.



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(B) Electronic Mail

- System users may not send, forward or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Users may not send, forward, or post chain e-mail or other messages that are personal for-profit use.
- System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users may not misrepresent the District through electronic communication. They should be mindful that use of school-related electronic mail addresses and fax transmissions might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
- System users may not abuse or waste District electronic communications system resources (e.g. e-mail spamming, mass distribution of videos, photos, etc.)
- System users may not gain unauthorized access to resources or information.
- User access to District e-mail broadcasts must be approved by the Director of Technology.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Encrypting communications to avoid security review;



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- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18;
- Wasting school resources through improper use of the District's technology resources, including sending spam; and
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action in accordance with the District's policies and applicable laws.

Reporting Violations

- You must immediately report to the technology coordinator any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines.
- You must report requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening,



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harassing, damaging to another's reputation, or illegal to the technology coordinator.

Return of Technology Resources and Records

- Upon leaving employment, or upon request from the Superintendent, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.



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Employee Agreement for Acceptable Use of the District's Technology Resources

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I understand that this user agreement must be renewed each school year.

Employee's signature: _____ Date: _____

I understand that in consideration for the District permitting me to use electronic instructional materials or technological equipment for personal business, I assume financial responsibility for usage of such items off school property or outside a school-sponsored event. All use will be in accordance with applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH and provisions on the use of electronic media in the employee handbook.]

I also understand that the District recommends that I obtain appropriate insurance for the equipment to cover loss, damage, or destruction. [See DG(LEGAL)]

Technology resource(s) issued:	*Maximum financial responsibility incurred in the event of loss, damage, or destruction:

*Financial responsibility may be less than this amount based on the nature of the damage, device type and depreciation.



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EXHIBIT D

BOARD MEMBER AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies BBI and CQ]

Please contact the Superintendent if you have questions or need help understanding this material. The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access. Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws. You are being given access to the following technology resources:

- A District e-mail account, including access to cloud-based (online) document storage; • District computer hardware, software;
- District networks, including document storage space;
- Access to District-owned technology resources for use at board meetings and/or home; and
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Responsible Use

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing the password or other account information with others.
- District technology resources are to be used primarily for official duties, but some limited personal use is permitted.



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- You must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), campaign laws, and any other applicable laws.
- You must maintain confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You must remember that people who receive e-mail with a District address from you might think your message represents the District's point of view.
- Before use on a District device, digital subscriptions, online applications, or any other program requiring the user to accept terms of service, or a user agreement must be approved by the Superintendent.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device; requests to disable a filtering device should be made to the Superintendent;
- Encrypting communications to avoid security review;



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- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment or "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Wasting school resources through improper use of the District's technology resources, including sending spam; and
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other legal action in accordance with applicable laws.

Reporting Violations

- You must immediately report to the Superintendent any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines.



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- You must report to the Superintendent any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. Return of Technology Resources and Records
- Upon leaving the Board, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

Board Member Agreement for Acceptable Use of the District’s Technology Resources

I understand that my use of the District’s technology resources is not private and that the District will monitor my activity. I have read the District’s technology resources policies [see policies BBI and CQ], associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District’s technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District’s policy and administrative regulations.

I understand that this user agreement must be renewed each term in office.

Board member’s Signature: _____ Date: _____

Address: _____ City: _____ State: _____

Phone number: _____



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EXHIBIT E

AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES BY A NON-SCHOOL USER

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and this agreement form. Please contact the Director of Technology at 210-977-7375 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws. You are being given access to the following technology resources:

- District computer hardware, software, and printers;
- District networks, including document storage space;
- Access to District-owned technology resources for use at in District or at home; and
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Rules of Responsible Use

- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.
- If you are assigned an individual account, you are responsible for not sharing the password or other account information with others.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

- Using the system for any illegal purpose



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- Using the system for advertising or selling any item, product, or service (whether personal or for a business)
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Using another user's login name and password
- Downloading or using copyrighted information without permission from the copyright holder
- Intentionally introducing a virus to the computer system
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through the improper use of the computer system
- Running personal software or software not purchased or approved by the District
- Gaining unauthorized access to restricted information or resources

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other legal action in accordance with applicable laws.

Reporting Violations

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to the District's Director of Technology.
- You must report to the technology coordinator requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.



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Member of the Public Agreement for Acceptable Use of the District's Technology Resources

I understand that my use of the District's technology resources is not private and that the District will monitor my activity. I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Name (Print): _____

Organization/Company: _____

Activity or event requiring SSISD Sponsored Internet Access _____

Signature: _____ Date: _____

Address: _____ Phone number: _____

City: _____ State: _____



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EXHIBIT F

STAFF REQUEST FOR APPROVAL OF TECHNOLOGY RESOURCES

Before use in the classroom, use with students, or administrative use, all online learning resources, online applications, digital subscription services, and other programs or technology applications requiring the user to accept terms of service, or a user agreement must be approved by the Director of Technology.

To request to use such an online resource or technology application other than a District-approved resource, please complete and submit the following form.

Name: _____

Position: _____ Date: _____

If the resource will be used by students, which grade(s)? _____

1. Please provide the name and description of the technology resource you are requesting to use. If you are requesting an online resource, please include a link to the resource.

2. Describe how you plan to use the requested resource. What information, if any, will be shared? Who will have access to the resource? If for use by students, will students need to sign up for an account or download an application? Is parental permission required by the application before use by a student?

For Office Use Only

1. **Approved for use**
 - a. Additional parent notification and permission required.
 - b. No additional notifications or permissions required.

2. **Not approved for use at this time**

- a. Reason: _____



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EXHIBIT G

DATA BREACH PREVENTION AND RESPONSE PLAN

The following data breach prevention and response plan includes guidelines for preventing a data breach and for responding quickly and effectively after a breach occurs. The District's technology coordinator is responsible for annually reviewing this plan and updating the guidelines as needed.

Security Breach Prevention

<ol style="list-style-type: none">1. Maintain and update the breach response team contact list:<ol style="list-style-type: none">a. Check that contact information is accurate.b. Redistribute the updated list as needed.	Quarterly
<ol style="list-style-type: none">1. Review the District's information systems and keep records of locations and systems that house personally identifiable information and other sensitive information.<ol style="list-style-type: none">a. Ensure that confidential information is stored on a secure server that is accessible only with a password or other security protection.b. Keep and update records of all persons with access to District servers through personal or District-issued mobile devices and laptops, and ensure that each device is password protected and encrypted as applicable.c. Ensure that District-maintained cloud-based applications that use or maintain student or staff data are compliant with the Family Educational Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), and other federal and state law.d. Review requests from professional staff members for use of additional online educational resources, including review of the terms of service or user agreements to ensure compliance with District standards and applicable law.e. Compile a list of third-party vendors with access to sensitive information, including the types of information and uses of the information.	Quarterly



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<p>f. Issue a reminder to all relevant parties to secure sensitive paper records; to password protect records stored on thumb drives, external hard drives, and laptops; and to dispose of records in accordance with the District’s records retention requirements.</p>	
<p>2. Review third-party vendor contracts:</p> <p>a. Coordinate with the business office to ensure that vendor contracts for cloud-based applications that use or maintain student or staff data are compliant with FERPA, CIPA, and other federal and state law.</p> <p>b. Ensure that contracts include breach notification.</p>	At least annually
<p>3. In conjunction with the records retention officer, ensure that archived data meets industry standards and legal requirements for secure storage and review data storage and disposal protocols.</p>	Annually
<p>4. Update local security measures, including:</p> <p>a. System passwords, including a list of District employees with administrator access to information systems.</p> <p>b. Antivirus software (should update automatically).</p> <p>c. Firewalls.</p> <p>d. Data backup procedures.</p> <p>e. Data encryption procedures.</p> <p>f. Data and records disposal best practices.</p>	Quarterly
<p>5. Monitor systems for data loss</p>	Continually
<p>6. Conduct trainings with students, staff members, Board members, and others as needed on privacy and security awareness and District protocols for storing, accessing, retaining, and disposing of records.</p>	Annually



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Incident Response Team

NAME	POSITION	CONTACT INFORMATION	RESPONSIBILITY DURING BREACH
Raymond Medina	Director of Technology	210-977-7375 Ext. 3623 Email: raymond.medina@southsanisd.net	Notify Team Identify Affected Records
Mike Ortiz	Systems Administrator	210-977-7375 Ext. 4357 Email: mike.ortiz@southsanisd.net	Identify Affected Records Investigate Source of Breach
Tony Kingman	Chief Financial Officer	210-977-7700 Ext. 3505 Email: tony.kiingman@southsanisd.org	Notify Team Identify Affected Records
Alexis Castillo	Director of Marketing and Communications	210-977-7700 Ext. 3503 Email: alexis.castillo@southsanisd.net	Coordinate notification and communications plan
Michelle Martinez	Senior Executive Assistant	210-977-7700 Ext. 3501	Contact Legal as per superintendent directives



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List of Vendors

The Technology Department will develop a list of outside vendors that contract with the District for cloud-based (online) or other technology applications that have access to potentially sensitive student or staff information. The following information is required for the list:

1. Name of Vendor
2. Vendor Contact Information to include web address, phone number and contact email address
3. Is vendor considered a “school official” for purposes of access to student records?
4. Type of data and use of data/service provided
5. Contract owner
6. Date of last review of security compliance

Responding to a potential breach

[Include only the items below that are not handled by the District’s data breach coverage provider.]

Upon notification that a potential breach may have occurred, the Director of will immediately notify the incident response team and:

- a. Validate the facts that indicate a potential data breach;
- b. Determine the scope of the potential breach;
- c. Notify the District’s data breach coverage provider;
- d. Notify law enforcement, if needed;
- e. Determine whether there is a need for outside resources, such as privacy counsel, digital forensics examiners, credit monitoring services, and the like;
- f. Coordinate the incident response team and ensure that the team handles responsibilities in accordance with the nature and severity of the incident, including determining whether notification of affected individuals is appropriate and, if so, how best to provide the notification;
- g. Create, gather, and maintain all documents related to the incident; and
- h. Analyze information to determine the cause of the incident (internal cause, third-party breach) and take measures to address and remediate.



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EXHIBIT H

PARENT CONSENT FORM FOR DISTRICT NONEMERGENCY MASS COMMUNICATIONS

Note to school administrator: Telephone Consumer Protection Act (TCPA) rules prohibit a person or entity from making a nonemergency call using an automatic telephone dialing system or an artificial or prerecorded voice to a wireless telephone number without prior express consent.

Parent Permission:

In compliance with FCC policy on Telephone Consumer Protection Act (TCPA), SSISD needs your permission to contact you through telecommunications. Occasionally, SSISD may have to contact you for any, but not limited to, the below reasons:

- Emergencies
- School Closings/Dismissal Announcements
- Attendance Alerts
- General School Related Messages

May the district contact you via the following?

Phone call/Voicemail Messages: Yes No
If yes, preferred phone number: _____

Text Messages/SMS: Yes No
If yes, preferred phone number: _____

Email: Yes No
If yes, preferred email: _____

Preferred Language: English Spanish

Student's name (print): _____

Parent's name (print): _____

Parent's mobile phone number: _____

Parent's signature: _____ Date: _____

For Office Use Only [If a parent's phone number changes, document the date the District/campus was notified by the parent.]

- Date the parent notified the District of a change to the phone number: _____
- Date the District/campus made the phone number change in the automatic telephone dialing system or requested vendor to update the phone number: _____



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EXHIBIT I

PARENT REVOCATION OF CONSENT FOR DISTRICT NONEMERGENCY MASS COMMUNICATIONS

Date: _____

This notice is to inform South San Antonio Independent School District that the consent to receive nonemergency calls or texts from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number has been revoked, effective _____ (date), in accordance with the Telephone Consumer Protection Act (TCPA).

Student's name (print): _____

Parent's name (print): _____

Parent's mobile phone number: _____

Parent's signature: _____ Date: _____

For Office Use Only

[If a parent wants the phone number removed, document the date the District/campus was notified by the parent.]

- Date the parent requested the District/campus remove the phone number:

- Date the District/campus removed the phone number in the automatic telephone dialing system or requested that the vendor remove the phone number:



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EXHIBIT J

INTERACTIVE WEBSITES, GOOGLE APPS, AND OTHER THIRD-PARTY ACCOUNTS

In accordance with South San Antonio ISD (SSISD) district mission, goals, and vision for technology, your child may require accounts managed in third party systems. These accounts will be used at school for educational related projects and/or research. Certain accounts may also be accessed outside of school with their parents' permission and guidance. The use of these accounts will help our students to master effective and proper online communications as part of the Enhancing Education Through Technology, an extension of the No Child Left Behind (ESSA) Act. By signing, checking the appropriate box, and returning this document, you give permission to South San ISD to create and manage third party accounts (including but not limited to: G Suite for K12 Institutions, instructional materials, interactive websites, and SSO applications) for your child. If unsure of the consent on this form, we encourage you to consult with campus or district staff for further explanation. If you would like to deny South San Antonio ISD permission to do this, you must check the appropriate box below. Please return this form to South San Antonio ISD at the beginning of each school year. Failure to return this form will result in a default "I do" or "Yes" for the permission below.

I do give the SSISD permission to create and manage third party technology accounts for my child. I understand that these sites may require my child to set up an account with a username and password. I understand that each site will have its own terms of service and my child will follow the published terms of service for the applications they use.

I do not give the SSISD permission to create and manage third party technology accounts or my child. I understand that they will not be able to participate in certain projects, coursework, or other classroom functions which require these accounts.

INTERACTIVE VIDEOCONFERENCING PERMISSION

Videoconferencing is a two-way video and two-way audio technology in which cameras are used to send images and sound from one location to another. These sessions are live and interactive learning experiences, and may be taped for educational purposes. With your permission, your child will be able to participate in an Interactive Video Conference that may be scheduled throughout this school year.

My child may participate in Interactive Video Conferences Yes No

Name of Student: _____

Name of Parent: _____

Parent Signature: _____ Date: _____

Phone Number: _____ Campus: _____



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EXHIBIT K

STUDENT WORK RELEASE AUTHORIZATION FORM

As part of the educational program, your son or daughter will have the opportunity to publish documents and projects on the Internet. These documents might include a personal home page, a story or poem, an image, a science or a research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals around the world with Internet access will be able to view and possibly respond to your child’s work by electronic email. We think that this is an exciting and enriching opportunity for our students.

From time to time the school may wish to publish examples of a student’s work or participation in activities on our district webpage. We will publish these documents only with your written permission. With your permission, your child’s picture and/or project may be posted on an approved webpage. To view examples of work that has already been published on the Internet, ask your child’s teacher.

South San ISD District Guidelines

- It is not permitted to publish documents with your child’s telephone number, address or surname;
- It is not permitted that any document include any information that indicates the location of a pupil at an exact hour, other than their attendance in a school or participation in a school activity;
- Documents containing objectionable material are not allowed or nor may web pages point directly or indirectly at such material;
- Documents must conform to the policies and procedure of the South San Antonio Independent School District. School Board of Trustees.
- Documents must be reviewed and approved by a sponsoring teacher/staff before its publication.

My child may have his/her picture published on the District Approved Webpage ____ Yes ____ No

My child may have his/her project published on the District Approved Webpage ____ Yes ____ No

Name of Student: _____

Name of Parent: _____

Parent Signature: _____ Date: _____

Phone Number: _____ Campus: _____



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EXHIBIT L

STUDENT INFORMATION RELEASE AUTHORIZATION FORM

Please return this form to your child's teacher or the school office within the first 10 days of instruction. **Failure to return this form will result in a default "YES" for each of the items below.**

According to the Family Education Rights and Privacy Act (FERPA) Federal law and the Texas Public Information Act, certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want SISD to disclose your child's directory information without your prior written consent, you must notify the district in writing by the end of the first 10 days of instruction. Failure to return this form will result in the release of directory information upon request.

A parent is allowed to record their objection to the release of all directory information on one or more specific category of directory information. SISD has designated the following information as directory information:

- Student's name, address, and telephone number
- Photograph, participation in officially recognized activities and sports, and weight/height of athletic team members
- Dates of attendance, grade level, degrees, honors, major fields of study, awards received in school, and most recent school attended

District Publications _____ **Yes** _____ **No**

South San Independent School District has my permission to release directory information for District publications, selected photography companies supporting campus pictures, and positive publicity (name and picture in yearbook, newsletters, awards, honors, PTA, booster clubs, etc.) Example: If you check the "no" box, your child's name will NOT appear in the District newsletter, the school yearbook if she/he won an award, or in any panoramic pictures.

Publications outside the District _____ **Yes** _____ **No**

South San Independent School District has my permission to release directory information to any publication outside of Southside. Example: If you check the "no" box, any information about your child will NOT be released to a newspaper or magazine.

Private Requestors _____ **Yes** _____ **No**

South San Independent School District has my permission to release directory information (name, address, phone number, etc.) to any requestor in accordance with the Texas Public Information Act (PIA). The PIA requires SSISD to release this type of information to any company, individual, or group that requests it. Example: If you check the "no" box, your child's directory information will NOT be released to vendors or others who may be soliciting products and services via mail or phone solicitation.



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Media Release _____ **Yes** _____ **No**

South San Antonio Independent School District has my permission to showcase my child’s achievement, award, honor, scholarship, recognition, and/or participation in a school activity/event by allowing the SSISD Communications Department and/or Staff Development Department to interview, photograph, and/or videotape my child, either individually or as part of a group. In doing so, your child’s image and/or full name could appear in social media communication methods (Facebook, Twitter, etc.), on the SSISD website, on an SSISD YouTube channel, or utilized at a local, state, or national conference. In addition, SSISD may also provide the story, image, classroom video and/or student’s name to the news media.

Artwork Display _____ **Yes** _____ **No**

During the school year, your child’s artwork may be selected for displays in classrooms, hallways, cafeterias, display cases, other school settings, and various district events including contests. If your child’s artwork is selected, please understand that the art teacher will do what is suitable for the display of the artwork. This may include matting, mounting, or temporary framing. A printed label stating student’s first and last name, grade (K-12), school, art teacher’s name, artwork title, artwork media, and district name (SSISD) will be included. While on display, the work may be photographed and used for publicity purposes. If artwork is posted on the SSISD web pages, the child’s last name will not be posted. SSISD has my permission to display my child’s artwork in the above district supported initiatives and for possible publicity purposes.

Military _____ **Yes** _____ **No**

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965(20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, upon request, with the name, address, and telephone number of a secondary student unless the parent has advised the District that they do not want the student’s information disclosed without the prior written consent. SSISD has my permission to provide directory information to be released to a military recruiter.

Institutes of High Educations (Colleges/Universities) _____ **Yes** _____ **No**

SSISD has my permission to provide to an institution of higher education with the name, address, and telephone number of my student.

Parent: My signature below certifies that I have read the above forms and agree to allow Southside ISD to proceed with the marked authorizations above as it affects my child’s Directory Information, access, and publishing.

Name of Student: _____

Name of Parent or Guardian: _____

Parent Signature: _____ **Date:** _____

Phone Number: _____ **Campus:** _____



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EXHIBIT M

ACKNOWLEDGEMENT OF OPTION FOR ELECTRONIC DISTRIBUTION OF THE STUDENT/PARENT HANDBOOK

In our continued efforts to be as efficient as possible, the South San Antonio ISD website will now be the primary source for access to the Student Parent Handbook and the Student Code of Conduct. Families who do not have Internet access or prefer a hard copy can receive one at their campus on request. Please complete the requested information below and return it to your child's teacher. My child and I have been offered the option to receive a paper copy of the South San Antonio ISD Student/Parent Handbook or to electronically access it at <https://southsanisd.net>. I understand that the handbook contains information that my child and I may need during the school year, including the Technology Acceptable Use Policy, the Student Code of Conduct, the laws regarding student records and information on the compulsory attendance laws.

All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

A paper copy of the handbook will be available to you in the administrative office of your child's school.

Parent- I have chosen to:

Access the Student/Parent Handbook and Student Code of Conduct by visiting the web address listed above.

Receive a paper copy of the Student Handbook

Name of Student: _____

Signature of Student: _____ Date: _____

Name of Parent: _____

Parent Signature: _____ Date: _____

Phone Number: _____ Campus: _____