The following exhibits are used by the District:

Exhibit A: Electronic Mail and Additional Guidelines—3 pages

Exhibit B: School Web Page Guidelines—2 pages

Exhibit C: Principal Designee for School Web Page Approval—1 page

Exhibit D: Release Form for Publications, Video, and Electronic Display of Student Work—2 pages

Exhibit E: Release Form for Student Records—1 page

Exhibit A

Electronic Mail and Additional Guidelines

- Electronic Mail (e-mail)

- User Security Responsibilities

- Maintenance of Local Hard Drives

- Software and Hardware Procurement

Electronic Mail

E-mail is one of the most used communications tools in both offices and classrooms. The following points are important to keep in mind:

- The software and hardware that provides e-mail capabilities have been publicly funded. For that reason, an e-mail should not be considered a private, personal form of communication. Although we do not have staff who actively monitor e-mail communications, the contents of any communication of this type would be governed by the Public Information Act. We would have to abide and cooperate with any legal request for access to e-mail contents by the proper authorities.

- Since e-mail access is provided as a normal operating tool for any employee who requires it to perform his or her job, individual staff e-mail addresses must be shared with interested parents and community members who request to communicate with staff in this fashion. We have no plans to produce and publish a District-wide list of e-mail addresses, but each campus and department should post a list of e-mail addresses for their staff through their Internet pages. Please contact your instructional technology specialist for assistance in creating Internet pages that allow connections to staff via email.

- Staff should be expected to return e-mail communications to parents or other public members who have a legitimate business request within 24 hours whenever possible. Requests from outside agencies for information do not fit into this same category and may be handled with a different time line or in a manner consistent with previous experience in working with similar requests. Staff should not participate in e-mail surveys without District authorization.

- Incoming e-mail that is misaddressed will remain "undeliverable." We do not have the staff available to personally inspect all messages of this type and forward them to the proper person. Please be certain that you give out your correct e-mail address. All Internet pages containing lists of staff addresses should also contain a disclaimer that makes everyone aware that if e-mail is not responded to in a 24-hour time frame, it may have been misaddressed and should be resent.

- During student contact time in the classroom, your e-mail notifier should be turned off to prevent interruptions. Staff members should set aside time at least once a day to check and respond to e-mail messages. E-mail does not have to be answered immediately; simply allow enough time so that the 24-hour turnaround time can be met in most instances.

- Since e-mail access is provided for school business-related use, please do not forward messages that have no educational or professional value. An example would be any number of messages that show a cute text pattern or follow a "chain letter" concept. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your District e-mail account.

- Please use the "groups" function of our e-mail system appropriately. Do not send messages to an entire staff when only a small group of people actually need to receive the message.

- Attachments to e-mail messages should include only data files. At no time should program files (typically labeled ".exe") be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are "launched" or started. If you receive an attachment like this, please delete the e-mail message immediately without saving or looking at the attachment.

- Subscriptions to Internet listservs should be limited to professional digests due to the amount of e-mail traffic generated by general subscriptions. Please use your personal Internet account to receive listserv subscriptions of a general nature, if one is available.

- Please notify your instructional technology specialist or your campus technology assistant if you receive unsolicited e-mail, particularly if it is of a "hate mail" nature. We will attempt to track down the source of that e-mail and prevent you from receiving any additional unsolicited mail.

User Security Responsibilities

- Your username and password should be protected from unauthorized use at all times. Do not post any of this information where it can be viewed by others.

- Do not share your password via e-mail at any time. If a technology representative needs that information, he or she must request it in person.

- Please activate the security feature whenever you leave your computer to protect it against unauthorized use. You may do this by going to Start, Lock Workstation, or by pressing [Ctrl] [Alt] [Del] and selecting Lock Workstation. If you are "logged on" to the network, leaving a computer unsecured enables anyone to access your gradebook, email, and other personal information-sensitive files.

Maintenance of Local Hard Drives

- On occasion, we need to reformat hard drives. Reformatting completely erases all contents of the hard drive. All District software will be reinstalled. All other approved software purchased by the building will need to be reinstalled by the campus technology assistant. We will not reinstall unapproved copies of software nor will we be able to retrieve any personal data files. With this in mind, please keep any installation disks of specific school-purchased software (from those items pre-approved in the technology catalog) in an identified location at your campus should the need for reinstallation arise. Please be personally responsible for making backups of any data files that you store on your local hard drive.

- All computer and video hardware should be shut down each evening. The exception to this would be laser printers. They can be left on since they include automatic powersaving features.

Software and Hardware Purchases

- The identified process for purchasing software is included in the technology catalog and may be found on the Internet at http://k-12.pisd.edu/techcat/techcat.htm. No software packages may be purchased at the campus or department level without following that process.

- It is important to keep in mind that no software should, or will, be installed without documentation that shows the software purchase has gone through the process referenced above and that proper licensing has been purchased.

- Similarly, all hardware purchases should be for those items listed in the technology catalog since we have maintenance agreements on those items. For items not listed in the technology catalog, please work with your instructional technology specialist for appropriate purchases.

Exhibit B
School Web Page Guidelines

Protocol / Responsibility

- Each school will be responsible for the development and updates of its pages. The instructional technology department will offer training and support for campuses.

- Each school is responsible for getting parent approval prior to posting any student's name, picture, art, written work, voice, verbal statements, or portraits (video or still) on the school's web pages or pisdtv. This permission form must be signed by the parent each year. This form can be signed online at the PISD Parent Portal site and is also available at Publications, Video, Internet Consent, and Release Agreement.

- Upon approval by the building principal or the designated staff member*, web page files will be posted to the District's web server by Instructional Technology. Web pages managed by designated staff members or moderators will need approval from the building principal to gain access and post to the site. Access and logins will be given by Instructional Technology upon written approval by the building principal. At no time will files be posted or submitted by students.

  *Designated staff member—Someone employed by the District, such as an administrator, a teacher, or a paraprofessional. The designated staff member must be identified and approved in writing by the building principal.

Requirements

- Pages that contain links and time-sensitive information (calendars, school events, staff information, and the like) must be updated and checked to ensure current, accurate information.

- Each school's main homepage must include the school's name, address, phone number, and the AEIS report.

- Each page, when technically possible, should comply to web accessibility standards, Section 508.

- The Plano Independent School District web servers are for educational use only. Contents of the site should give information and promote school activities information concerning curricular and noncurricular student groups as approved pursuant to policy FNAB and may be posted to the school's web pages.

- Requirements for external links (links to sites and content that is not hosted officially by Plano ISD) are as follows:

  - Commercial links—Certain fundraising information and links may be allowed. These company links must have District approval.

  All other commercials, commercial transactions, or advertisements are prohibited on school pages.

- Educational links—External links should be allowed as approved by the building principal.

_____
Note: In all cases where an "external link" (link to a site or content that is not hosted officially by Plano ISD) is used on a school's website, the following disclaimer statement must be present on the school's main navigation page: "Plano ISD is not responsible for contents on external sites or servers."
_____

- Files on Plano ISD web pages and hyperlinks from these files should not contain information that is in violation of (or promotes the violation of) any District policy or regulation nor any local, state, or federal regulation or law.

- Staff members' PISD e-mail addresses must be posted, as public information, on the District's main website at http://www.pisd.edu. Staff members' PISD e-mail addresses should also be posted on each school's website. (It is recommended that schools also include telephone extensions and staff photos, if available.)

- A student's picture or work with his or her first and last name, first name and last initial, or first name is generally acceptable to include if the parent has given permission/consent to use it per District release form on a school's web page. No other personal information about a student is allowed, such as e-mail address, phone number, or home address.

- Unauthorized use of copyrighted material is prohibited. Giving credit (web address or active link) to a company that has created a graphic, design, and the like for a school page may be allowed, unless the proxy filter blocks the site.

- Booster organizations, PTA, and the like may post their pages on their school's website following the same protocol and guidelines presented in this document.

- Prohibited items include:

  - Personal information about staff and parent volunteers: non-District e-mail addresses, non-District mailing addresses, and non-District phone numbers, except as approved by the building principal. Example: PTSO/PTA/Booster Organization officer/contact requests to have his or her personal e-mail address listed in the appropriate area on the school's page(s) and principal approves the request.

_____
Note: Pictures and names of staff and parent volunteers will be allowed with the principal's approval.
_____

  - Student personal contact information of any kind.

  - Links to staff, volunteer, or student personal home pages.

  - "Guest books," "chat areas," message boards, and the like.

Exhibit C

Principal Designee for School Web Page Approval

Please print this form (also available online at
http://k-12.pisd.edu/guide/schools/webpages/designee.htm) and send the completed form through
school mail to the instructional technology coordinator for your cluster.

School:_____

Principal's signature:_____

Date: _____

The following is my designated staff member, for the _____school year, who has the
authority and responsibility for reviewing and approving the content of our school web pages as
described in the Plano ISD School Web Page Guidelines. A copy of these guidelines may be found at
http://k-12.pisd.edu/guide/schools/webpages.

Name (*please print*): _____

Phone extension: _____

E-mail address: _____

Exhibit D

Plano Independent School District

Publications, Video, Internet, and Artwork Display Consent and Release Agreement

Students who attend school in the Plano Independent School District are occasionally asked to be a part of school and/or District publicity, publications, social media, and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you sign this form and return a form to the school for each of your students.

The form referenced below indicates approval for the student's name, picture, work, voice, verbal statements, or portraits (video or still) to appear in school publicity or District publications, videos, or on the District's website. For example, pictures and articles about school activities may appear in local newspapers or District publications and artwork may appear in public spaces. These pictures and articles may or may not personally identify the student. The pictures, videos, and artwork may be used by the District in subsequent years.

Agreement

The student and parent/guardian release to Plano ISD the student's name, voice, verbal statements, class assignment(s), portraits (video or still), pictures, and artwork, and consent to their use on behalf of Plano ISD for publicity purposes.

Plano ISD agrees that the student's name, work, voice, verbal statements, class assignment(s), portraits, or pictures (video or still) will only be used for public relations, public information, school or District promotion, publicity, and instruction.

Student and parent/guardian understand and agree that:

- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives; and
- The photo, video, artwork, class assignment(s), or student statements may be used in subsequent years.

If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice.

Effective date of agreement: _____

Student's name (*please print*): _____

Student's signature: _____

Parent/Guardian's name (*please print*): _____

Parent/Guardian's signature: _____

Pursuant to Texas Education Code, Section 26.009(b)(2)

Plano ISD has no control over media use of pictures/statements that are taken without permission.

The information above does not relate to yearbooks. The Yearbook Consent and Release Agreement must be completed for yearbook authorization and is found on the Plano ISD Parent Portal ("Authorization Statements" tab) and the *Student/Parent Policy Guide*.

EXHIBIT E

RELEASE FORM FOR STUDENT RECORDS

I, _____ (*name*), give my permission and request the release of student record information of my child, _____ _____ (*child's name*), to be provided to me electronically by the District. The specific information and/or records requested are:

_____

_____

_____

I understand that the District cannot guarantee that the transmittal of this material by electronic means is secure and that the material may be capable of observation, interception, or monitoring by others. Further, I understand the District cannot ensure that the records will be received only by the requestor at the e-mail address provided. I acknowledge the risks identified herein and request that the student record information request above be sent to _____ , my e-mail address.

Student's parent or guardian (*print*): _____

Home address: _____

E-mail address: _____

Date: _____

Home phone number: _____

Parent/Guardian's signature: _____

The above release assumes that the student records will be sent via e-mail or fax rather than through direct access to the Internet.