

# Computer use and data management

## *Policy CQ*



### **Availability of access**

Access to the district's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management should contact the Chief Technology officer.

### **Bryan ISD Acceptable Use Policy of Technology Resources**



Bryan ISD provides an abundance of technology resources<sup>1</sup> to its students and staff to promote academic excellence. This technology is provided for the primary purpose of promoting academic excellence and furthering the educational mission of the school district. The educational value of the district curriculum is enhanced by the use of technology. Use of

technology resources at Bryan ISD is a privilege, not a right and each system user is responsible for using district technology in a manner that supports the educational mission of the school district. Regardless of the system used, there are expectations that must be followed by those who utilize these resources.

The following guidelines will apply to all users of the district's electronic information/communications systems. All system activities, including but not limited to e-mail transmissions and password protected systems may be monitored as deemed appropriate to ensure proper use of the system. Bryan ISD Policy CQ

**Disciplinary action may be taken for unacceptable use of technology resources included but not limited to the network or the Internet.** The final decision regarding whether any given use of the network or the Internet is acceptable or unacceptable lies

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<sup>1</sup> Technology resources include laptops, desktop computers, e-mail, Internet access, web sites, text messaging, instant messaging, blogging, podcasting, listservs, server-based document storage, administrative systems and/or other emerging technologies.

with the Superintendent or designee in consultation with the Chief Technology Officer or another entity or party designated by the Superintendent.

## **Acceptable System Conduct**

All district technology resources, including but not limited to district computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Bryan ISD. Some limited personal use is permitted.

### **Limited personal use of the system shall be permitted if the use:**

1. Imposes no tangible cost to the District
2. Does not unduly burden the District's computer or network resources
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

*Activities that are permitted and encouraged include:*

- School work;
- Original creating and presentation of academic work;
- Research on topics being studied in school;
- Research for opportunities outside of school related to community service, employment or further education;
- Administrative tasks;
- Development of school-related web pages that adhere to Bryan ISD Web Guidelines

## **Unacceptable System Conduct**

Students will not distribute personal information, pictures or videos of themselves or others by means of the electronic communications system other than as needed to conduct school operations. The use of another person's user I.D. and/or password is strictly prohibited. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Federal law protects the privacy of a student while attending a public school. No video or photograph taken by a student in an academic setting can be published or disseminated by using the Internet or any other electronic means without the written permission of the student's parent unless the photograph or video is for a class project under the direct supervision of a teacher and only published in the school building or the district intranet (internal network).

All users of BISD's computers and networks are expected to abide by the generally accepted rules of network etiquette, the Student Code of Conduct or Employee Standards of Conduct. In addition, system users:

1. Will not gain unauthorized access to resources or information
2. Will not connect any electronic device to the network without the approval and authorization of the Technology Services Department
3. Will not use any means to disable or bypass the district's Internet filtering system or other security systems
4. Will not use an electronic device or computer to access, store, send, receive, or post on the Internet anything that is inappropriate or is harmful to an individual or groups or in violation of federal, state, or district regulations. This includes, but is not limited to:
  - Copyrighted material
  - Threatening, embarrassing, harassing, bullying or racist material
  - Any material that is likely to disrupt the learning environment
  - Material that is lewd, vulgar, sexually suggestive, obscene or pornographic
  - Material that contains profanity
  - Material that violates or promotes the violation of school rules
  - Material that violates district policies prohibiting harassment and bullying
  - Commercial material or product advertisements
  - Political lobbying
  - Illegal activities
5. Are expected to report harassment, threats, hate-speech and inappropriate content that violates this Unacceptable System Conduct policy to a teacher or administrator.

In order to protect and reserve bandwidth and other resources for educational use, users (including those who are in a school building before or after school) may not:

- Install software without prior approval from Technology Services
- Store installers and applications in network storage
- Download or play interactive web games or access streaming media not directly related to an approved BISD curriculum
- Participate in real-time discussions on the network unless for academic purposes (Students)
- Browse the Internet without a curriculum objective
- Print anything not required by the curriculum

## **Vandalism Prohibited**

Any intentional act by a system user that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences pursuant to Board policy and the Student Code of Conduct.

Deliberate attempts to degrade or disrupt system performance are violations of district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

## **Consequences of Misuse**

Misuse of personal or district technology resources while on or near school property , in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action.

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

Termination of a user access will be effective on the date the principal or district coordinator receives a notice of student withdrawal or of revocation of system privileges.

A system user 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.

## **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 Supplied by a Third Party**

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 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.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with district policies [See policy DH].

## **Development of web pages**

The following Standards will apply to all web sites published in the name of Bryan Independent School District on the World Wide Web or a district Intranet:

1. Any web pages that are created and maintained in the name of any part of Bryan Independent School District must follow all policy regulations of the school board and district even if the web pages are maintained on a server not owned and operated by Bryan ISD.
2. Web pages for educational purposes will be housed on the Technology Services web server. Any department or campus that houses its own server for the purpose of web publishing is responsible for upkeep and maintenance of the web server. All school district policies and regulations including those regarding the Internet must be followed.
3. The campus or department supervisor must authorize the creation of any web site. This supervisor must approve the web site and is responsible to ensure that the web site meets all district policy and regulations. If the web site is to be connected to the official district web site, then the Director of Communications must also approve the web site.
4. The campus or department supervisor is responsible for continuous review of the web site to ensure the site meets district policies and regulations including those regarding the Internet.
5. The campus or department is responsible for maintenance and upkeep of the web site.
6. Any links connected to a district approved web site must meet district policy and regulations.
7. All copyright laws must be followed. One should assume that use of anything found on the Internet or the World Wide Web is restricted unless the author gives notice that it is not.
8. Students or employees must obtain a release form to electronically display original work.
9. A release form must be obtained from a parent or guardian before allowing a photograph of a student or any other personally identifiable information to be posted on an Internet page under the district's control.
10. The district will not host or endorse any student's personal web site. If a student creates a website for educational purposes then the district's guidelines apply.
11. The district may restrict the size of a web site because of server space.

## **Termination/revocation of system user account**

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

Termination of a user access will be effective on the date the principal or district coordinator receives a notice of student/staff withdrawal or resignation or of revocation of system privileges.

## **Disclaimer**

Please note that the Internet is a network of many types of communication and information networks. It is possible that users may run across inaccurate or objectionable material. While Bryan ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. A user who accesses such material is expected to discontinue the access as quickly as possible and to report the incident to the appropriate supervisor.

A parent has the right to request that his or her child be restricted from using the Internet at school. In order to exercise that right, a parent must contact his or her child's principal to schedule a meeting. In addition to meeting the child's principal, a parent will be required to write a statement reflecting his or her wishes restricting the child's use of the Internet at school.

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied. 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 misuses of the district's electronic communications system.

## **Conflict of interest**

*Policies BBFA, DBD*

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment