

ACCEPTABLE USE GUIDELINES

Randolph Field Independent School District's Electronic Communication and Data Management System

Overview

Information maintained by Randolph Field ISD is a vital asset that will be available to all employees who have a legitimate need for it, consistent with the school's responsibility to preserve and protect such information by all appropriate means. The school is the owner of all administrative data; individual units or departments may have stewardship responsibilities for portions of that data.

The value of data as an institutional resource is increased through its widespread and appropriate use; its value is diminished through misuse, misinterpretation, unnecessary restrictions to its access, or failure to maintain quality. The school expressly forbids the use of administrative data for anything but the conduct of official school business. The Randolph Field ISD's system will be used primarily for administrative and instructional purposes consistent with the Randolph Field Independent School District's mission and goals. Commercial and political use of Randolph Field ISD's system are strictly prohibited. Employees accessing data must observe requirements for confidentiality and privacy, must comply with protection and control procedures, and must accurately present the data in any use.

School administration determines levels of access to administrative data according to principles drawn from various sources. State and federal law provides clear description of some types of information to which access must be restricted. In an academic community, ethical considerations are another important factor in determining access to administrative data.

Access to the District's electronic communications system is a privilege, not a right. Users are required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Cooperation With Authorities

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Randolph Field Independent School District's Electronic Communication and Data Management system.

General Security:

No personnel outside the technology department have administrative access to computers on the Randolph Field Independent School District's Electronic Communication and Data Management system.

Passwords should be kept secure at all times. Passwords should not be shared with students or co-workers. Passwords should only be shared as **necessary** with members of the technology department. Passwords will be changed temporarily (if possible) rather than compromised when access by technology staff is required.

No students will be allowed to use teacher computers containing attendance grading information, or personal information of students or staff.

No use of the system is permitted by anyone without a signed acceptable use agreement on file, indicating agreement to abide by District policies and administrative regulations regarding such use.

Roles and Responsibilities

Superintendent

The Superintendent will:

1. Provide strategy, policy, and guidance in support of Randolph Field ISD electronic communications and data management systems.
2. Provide for and allocate resources for a robust network and infrastructure in support of education goals.
3. Appoint and oversee the Director of Technology and assign responsibilities.

Director of Technology

The Director of Technology will:

1. Develop, disseminate, and enforce District policy for the management of all electronic communications and data management for Randolph Field ISD.
2. Ensure all users of the District's systems complete and sign an agreement to abide by the District's policies and administrative guidelines regarding such use. All such agreements will be maintained on file in an area designated by the Superintendent.

3. Ensure proper use of electronic communications and data management by authorizing routine audits and monitoring.
4. Be empowered to monitor or examine all system activities, including electronic mail transmissions and use of file folders and web sites as deemed appropriate to ensure proper use.
5. Manage system resources and storage media.
6. Establish a retention schedule for messages or web content, and remove items deemed to be inappropriate.
7. Take necessary administrative steps to block objectionable content, communications, malware, and viruses.
8. Provide Campus Level Coordinators with information regarding misuse of the system.

Campus Level Coordinators

The Principal, Associate Principal or Vice Principal, and those authorized to act in the capacity of Principal, Vice Principal or Associate Principal will:

1. Disseminate and enforce applicable District policies and acceptable use guidelines.
2. Ensure all users of the District's electronic communications and data management systems complete and sign an acceptable use agreement to abide by District policies, procedures, and acceptable use guidelines.
3. Ensure that employees supervising students who use Randolph Field ISD systems provide or arrange training emphasizing the appropriate use of electronic communication systems and data management systems.
4. Be empowered to monitor or examine campus system activities, including electronic mail transmissions and use of file folders and web sites as deemed appropriate to ensure proper use.
5. Take corrective actions to enforce policy, procedures, and acceptable use-guidelines.

Campus Administration, Teachers and Staff

1. Adhere to and enforce all established Randolph Field ISD policies, procedures and acceptable use guidelines.
2. Promote and enforce the ethical use of Electronic Communication and Data Management.
3. Integrate computer and electronic based instruction where practical to meet learning objectives and goals.
4. Closely guard administration data and disallow the disclosure of unpublished administrative data or the distribution of such data in any medium, except as required by an employee's job responsibilities and approved in advance by the data custodian. In this context, disclosure means giving the data to persons not previously authorized to have any

type of access to it. Randolph Field ISD also forbids the use of any administrative data for one's own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity.

5. Campus administration and staff will maintain confidentiality and privacy with all records they access, observe any ethical restrictions that apply to data they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information. Each data user will be responsible for the consequences of any misuse.

General Comments

The Superintendent and the Director of Technology will oversee the Randolph Field Independent School District's electronic communications and data management systems.

Randolph Field ISD systems will be used primarily for administrative and instructional purposes consistent with the school district's mission and goals. Commercial and political use of Randolph Field ISD's systems is strictly prohibited. All users must comply with the Randolph Field ISD policies, procedures, and acceptable use guidelines.

Limited personal use is allowed provided:

1. There is no use of Technology Personnel's time involved, and
2. There is no strain put on network or other system resources;
3. Such use is conducted in compliance with district policies, procedures and these acceptable use guidelines;
4. No additional software or hardware installation is required.

Personal use limitations do not preclude limited assistance being provided by the technology department to students and staff needing to access wireless devices off campus to complete school-related work.

Randolph Field ISD electronic communications is defined as any internal, external, inbound or outbound transmission of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

Networking infrastructure is defined as calculators, laptops, desktops, servers, routers, wireless access points, devices designed to provide access to our network or the internet, switches, filters, printers, CDs, DVDs, flash drives, memory sticks, or other portable storage devices, camcorders, video conferencing and surveillance equipment, video cassette players and recorders, digital video disk players and recorders, cassette tape players and

recorders, digital voice/data players and recorders, digital and film cameras, scanners, fax machines, copier machines, personal data assistants, telecommunication devices either wireless, wired, or computer controlled, cellular phones, projection equipment, fire detection and suppression systems, air conditioning/environmental controls and alarm equipment.

Users of Randolph Field ISD electronic communication devices and networking infrastructure have no right to privacy. Any communications or data transmitted or stored on Randolph Field ISD systems, regardless of medium, is subject to being monitored, intercepted, and archived. Users of Randolph Field ISD networking and electronic communications infrastructure agree to surrender any school assets and media as directed by either the Superintendent, Director of Technology, Principal, Associate Principal, Vice Principal, or designee. Personal assets, media and electronic equipment designed to interface with any Randolph Field ISD networking or electronic infrastructure equipment requires approval of the Director of Technology for use and network interface. (See networking infrastructure list above.)

Electronic Mail Use Policy

1. Randolph Field ISD provides electronic mail to administration staff members, teachers, and long-term substitute teachers to enable them to communicate effectively and efficiently.
2. The e-mail account user has primary responsibility for use, etiquette, and good judgment for use.
3. Electronic communications and files are stored and subject to review.
4. E-mail is subject to The Freedom of Information Act and subpoena.
5. Issues affecting the use of electronic mail or clarification should be addressed to the Director of Technology.
6. Electronic mail should be checked daily.
7. Electronic mail messages should be deleted when they are no longer required or as requested by the technology staff.
8. Chain type messages should not be forwarded.
9. Large file attachments should not be shared or stored in electronic mail.
10. Students are forbidden access to all Randolph Field ISD e-mail access and accounts.

Copyrights: Ethical and Legal Use

Copyrighted material is defined as literary, musical and dramatic works, periodicals, maps, works of art (including models), art reproductions, sculptural works, technical drawings, photographs, prints (including labels), movies and other audiovisual works, computer programs, compilations of

works and derivative works, architectural drawings, web pages, and their content.

Unauthorized use of copyright-protected or licensed materials is a violation of federal law. Reproduction and or distribution of digitized copyrighted material without permission and in excess of "fair use" is a violation of federal copyright law. Each individual is at personal risk for litigation by the copyright owner.

Randolph Field ISD policy is to respect the copyright protections given by federal law to owners of digital materials and software. It is against Randolph Field ISD policy for faculty, staff, or students to use any designated electronic communication or data management system to access, use, copy, or otherwise reproduce, or make available to others, any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

Copyrighted material may not be duplicated, stored or transmitted on any Randolph Field ISD electronic communication device or networking infrastructure system without permission from the copyright holder and coordination with the Director of Technology. Discovery of copyrighted material on electronic communication or networking systems is subject to immediate destruction or deletion under routine audits and system diagnostics. Randolph Field ISD is not responsible for replacement of items, including data, lost through such removal.

Pornography and Obscene Material

Accessing, storage, dissemination, or creation of pornographic or obscene material is strictly prohibited on Randolph Field ISD systems.

Vandalism

Any malicious attempt to harm, deface or destroy Randolph Field ISD equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited.

Deliberate attempts to degrade or disrupt system performance may be viewed as violations of Randolph Field ISD policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses, malicious logic, or code.

Vandalism as defined above may result in the cancellation of system use privileges and may require restitution for costs associated with system restoration, hardware, or software costs. Offenses are handled under the Student Code of Conduct or district employee procedures.

Hacking

Hacking (attempts to defeat or exploit the security capabilities of a computer or its network) and use of hacking software, password capture or detection software, key capture software or devices, and all other efforts to weaken the network or to gain unauthorized access to the network, any account, or any file or folder on the network are prohibited.

Web Site Blocking and Blocking of Network Protocols

Randolph Filed ISD employs a robust filtering system designed to prevent the entry of malicious logic and filter the World Wide Web to only allow appropriate content to be viewed and accessed. Filter rules are implemented by the Director of Technology and Administration. Filter rules include efforts to block materials defined by the Federal Children's Internet Protection Act, as well as filter rules used to control network bandwidth usage and to limit access to sites not primarily for educational use. Specific items blocked to reduce bandwidth usage include chat and streaming technologies when used for entertainment purposes.

Software or websites with the purpose to bypass network filtering are closely monitored and prohibited from access.

General Teacher and Administration Guidelines

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Teachers and administrators will lock their workstations when not in use.
3. Students are strictly prohibited from accessing any network or data resource intended for teacher or administration use only.
4. Systems may not be used for illegal purposes, in support of illegal activities or in any activity prohibited by District policy.
5. System users may not use another person's account or password.
6. No teacher may use another teacher's classroom account unless cleared through the technology department.
7. System users must purge electronic files and mail in accordance with established retention guidelines.

General Student Comments and Guidelines

Randolph Field ISD students are afforded an opportunity to access a wide variety of computer assets and electronic information. Access is intended to make the student more productive and enhance learning. Access to the Randolph Field ISD network and data systems is a privilege, not a right.

Student users of Randolph Field ISD electronic communication devices and networking infrastructure have no right to privacy. Any communications or data transmitted or stored on Randolph Field ISD systems, regardless of medium, is subject to being monitored, intercepted, confiscated, and archived.

All users of Randolph Field ISD networking and electronic communications infrastructure agree to surrender any school assets and media as directed by either the Superintendent, Director of Technology, Principal, Associate Principal, Vice Principal, or designee. Any assets, media and electronic equipment with the ability to interface with any Randolph Field ISD networking or electronic infrastructure equipment requires approval of the Director of Technology for use and network interface.

Student files may be subject to the Freedom of Information Act if data and files were produced, collected, received or retained in pursuance of law or in connection within the transaction of school business. Students may lose whatever confidentiality they have if their release is compelled by orders issued through courts of law. Also, officials overseeing the school's disciplinary processes may rule that electronic communications and files are evidence that may be reviewed as part of investigations.

Student users assume full legal responsibility for content of data and they must abide by all applicable local, state, and federal laws, including laws of copyright. Copyright law is designed to protect the rights of the creator of the material.

General Student Guidelines

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Students are strictly prohibited from accessing any network or data resource intended for teacher or administration use only.
3. Systems may not be used for illegal purposes, in support of illegal activities, or in any activity prohibited by District policy.
4. System users may not use another person's account or password.

5. Transfer, duplication, storage, or unlawful possession of copyrighted material is strictly prohibited.
6. Installation of any software not approved by the Director of Technology is prohibited.
7. Attempting to alter, modify or rewrite any installed software is prohibited.
8. Attempting to bypass either by brute force, software, or improperly obtained password, any systems designed to block or limit prohibited material or content is prohibited.
9. Possession of any software or hardware device that can be construed as malicious, hacking software, key generation software, or keystroke capture device or software is prohibited.
10. Possession, accessing, storage, and creation of pornographic material is prohibited.

Cooperation With Authorities

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Randolph Field Independent School District's electronic Communication and Data Management system.

Disclaimer

The Randolph Field Independent School District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

Termination/Revocation of System User's Account

The District may suspend or revoke a system user's access to the District's system upon violation of District policies, procedures, or acceptable use guidelines.

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

Suspension of System User's Account

Suspected misuse of system resources or violations of acceptable use guidelines by district employees or students may result in immediate suspension of network access pending investigation.

Note

Employees will be asked to sign an agreement, which is distributed separately to each employee in the district, regarding appropriate use of these resources. Students and parents will be asked to sign a student agreement, which is distributed separately to each student in the district, regarding appropriate use of these resources. Violations of these agreements may prompt termination of privileges and other disciplinary action.

Each agreement contains, in part, the following text:

I have read the Randolph Field Independent School District's Electronic Communication and Data Management System Administrative Regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communication and data management system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from any use of, or inability to use, the system, including, with limitation, the type of damages identified in the District's policy and administrative regulations.