

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: March 22, 2010

Subject: Adoption of Policy - CQ (Local) ELECTRONIC COMMUNICATION AND DATA
MANAGEMENT

Administrator Responsible:

Name: Diane Jackson, Ed.D.

Position: Executive Director, Policy Administration & Governmental Relations

Purpose of Agenda Item: Adoption of Policy

ADDITIONAL INFORMATION AND/OR BACK-UP:

Recommend adoption of policy CQ (LOCAL) ELECTRONIC COMMUNICATION AND DATA
MANAGEMENT

Copy is attached, as amended in the Board Workshop on March 8, 2010.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF
ACCESS
LIMITED
PERSONAL
USE

Access to the District's electronic communications and data storage systems, including but not limited to the Internet, electronic mail, file servers, and applications servers shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

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

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance; and
4. Is not for personal gain.

USE BY MEMBERS OF
THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's electronic communications system is a privilege, not a right. 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 allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, the Employee Handbook and the Student Code of Conduct]

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;

DATE ISSUED: 5/14/2009~~7/15/2002~~

UPDATE 85~~LDU-28-02~~

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ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

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2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyber-bullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

INTELLECTUAL
PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

All employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District

DISCLAIMER OF
LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

DATE ISSUED: ~~5/14/2009~~ 7/15/2002

UPDATE 85 LDU-28-02

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