



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: August 15, 2016

AGENDA ITEM: CQ(LOCAL)

PRESENTER: Kathy Allen

ALIGNS TO BOARD PRIORITIES(S):

- Continuous Improvement

BACKGROUND INFORMATION:

- Administration would like to move toward paperless submission of documents and provide parents with the convenience of submitting documents on-line with use of an electronic signature for the following:
 - Original enrollment of students in Aledo ISD;
 - Continuing enrollment of students in Aledo ISD; and
 - Annual submission for course request for secondary students.
- At the beginning of each school year, parents would receive information in the student handbook that would allow them to indicate their preference for submitting paper documents with handwritten signatures or submit online documents with an electronic signature. Parents would indicate their submission preference on the student handbook acknowledgement page.
- The acknowledgement page is a document that is included in the AISD Student Handbook on an annual basis (see attached document). The acknowledge page is signed by parents and returned to the school district within one week after the start of school.
- Parents electing to submit paperwork on-line would do so through the state data management system called TxEIS. Administration has verified with Region 11 that TxEIS follows the rules adopted by the Department of Information Resources concerning authenticating digital signatures and electronic communication sent to the district.
- Parents could revoke their right to submit online documents at any time by notifying their child's campus in writing.

ADMINISTRATIVE CONSIDERATIONS: Approve CQ(LOCAL) as written and presented.

FISCAL NOTE: None

ADMINISTRATIVE RECOMMENDATIONS: Administration recommends the approval of CQ(LOCAL) as written by TASB and presented.

PROPOSED REVISIONS: 7-25-2016

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

AVAILABILITY OF ACCESS

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Access to the District’s technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

LIMITED PERSONAL USE

Limited personal use of the District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

USE BY MEMBERS OF THE PUBLIC

Access to the District’s technology resources, 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 technology 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 technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources 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, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

TECHNOLOGY RESOURCES

CQ
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INTERNET SAFETY	<p>The Superintendent or designee shall develop and implement an Internet safety plan to:</p> <ol style="list-style-type: none">1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;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; and5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.
FILTERING	<p>Each District computer with Internet access and the District's network systems shall have filtering devices 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.</p> <p>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.</p>
MONITORED USE	<p>Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.</p>
DISCLAIMER OF LIABILITY	<p>The District shall not be liable for users' inappropriate use of the District's technology resources, 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 availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.</p>
RECORD RETENTION	<p>A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]</p>

TECHNOLOGY RESOURCES

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SECURITY BREACH
NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's Web site.

Publication through broadcast media.

ELECTRONIC
SIGNATURE

The District shall comply with rules adopted by the Department of Information Resources, to the extent possible, to authenticate a digital signature or any electronic communication sent to the District. A parent also has the option to provide a handwritten signature.

APPENDIX III: PARENT ACKNOWLEDGEMENT/PERMISSION FORM

Aledo Independent School District

Please review, complete and sign this form and return to your student's campus.

Student's
Name:

Teacher

Grade

Please read the questions below and check the box that reflects your answer.		
	Yes	No
➤ <u>School Sponsored Purposes</u> - Do you give Aledo ISD permission to use your student's directory information for School Sponsored purposes? See pg 12 of District Student Handbook (DSH) <i>(Such internal purposes include yearbook, newspaper, awards etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
➤ <u>Non-School Sponsored Purposes</u> - Do you give Aledo ISD permission to release your student's directory information (name and grade) for Non-School Sponsored purposes? See pg 12 of DSH	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
➤ <u>Student Handbook</u> – I have read and understand the contents of the Student Handbook. <i>(I understand that a copy of this document is on the Aledo ISD web site or I can request a copy at the campus.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
➤ <u>Student Code of Conduct</u> – I have read and understand the contents of the Student Code of Conduct. <i>(I understand that a copy of this document is on the Aledo ISD web site or I can request a copy at the campus.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
➤ <u>Transportation Handbook</u> – I have read and understand the contents of the Transportation Handbook. See APPENDIX II of DSH. <i>(I understand that a copy of this document is on the Aledo ISD web site or I can request a copy at the campus.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
➤ <u>Military Connected</u> – Is student a dependent of an <input type="checkbox"/> Active Duty person in the Armed Services or, <input type="checkbox"/> Texas National Guard or, <input type="checkbox"/> Coast Guard or, <input type="checkbox"/> Reserve Duty or, <input type="checkbox"/> PK student who is dependent on an active duty person or someone who has been injured/ killed while on active duty. <i>(Please check the situation that applies above.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
➤ <u>Permission for Electronic Publications</u> – Do you give Aledo ISD permission to use your student's artwork, special projects, photographs taken by students, and the like on the District's Web site, in printed material, by video, or by any other method of mass communication? See pg 2 of DSH	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

➤ Permission for Nonemergency Mass Communications – I consent to receive nonemergency calls or texts from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number, and accept responsibility for notifying the District immediately when my wireless telephone number has changed.	Yes	No
	Yes	No
➤ Internet Access – I have read and understand the contents of the AISD's Acceptable Use Policy (AUP) and Bring Your Own Device (BYOD). See Pg 31.		
	Yes	No
➤ Student - I have read AISD's AUP and BYOD and agree to abide by its provisions. I understand that violation of these provisions may result in limitation, suspension, or revocation of the District's Internet access.		
Grades 7 to 12 only	Yes	No
➤ Military and Higher Education - Do you give the school permission to release your student's name, address, and phone number to the Military and Higher Education if requested?		

For All Parents

I have been offered the option to receive a paper copy of, or to electronically access and sign at [txConnect - Parent Portal](#) to enroll my student(s) in Aledo ISD, change certain demographic information, and to register for courses.

I have chosen to: Please check one and initial

- ☐ Receive a paper copy to enroll my student(s) in Aledo ISD, change certain demographic information, and to register for courses and provide handwritten signatures of acknowledgement. Initial _____
- ☐ Accept responsibility for accessing my child's my student(s) in Aledo ISD, change certain demographic information, and to register for courses by visiting and signing the documentation at the Web address listed above. Initial _____

If I have any questions regarding the electronic acknowledgment to enroll my student(s) in Aledo ISD, change certain demographic information, and to register for courses, I should direct those questions to the principal at your student's campus.

(Parents/guardians who give permission above may withdraw their permission at any time by submitting their change in preference to the District in writing. The school shall allow all these items unless permission is withheld.)

Parent/Guardian Signature	Student Signature	Date