



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Presentation Regarding Student Academic Technology Security Measures to Prevent Hacking by
Unauthorized Users

SUBMITTED BY: Javier Montemayor and Aliza Flores Oliveros **OF:** Board of Trustees

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: January 24, 2018

RECOMMENDATIONS

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

STUDENT ACADEMIC TECHNOLOGY SECURITY MEASURES

BY HECTOR J PEREZ

EXECUTIVE DIRECTOR OF INFORMATION TECHNOLOGY

UISD TECHNOLOGY USE POLICIES & PROCEDURES DOCUMENTS

- Policy CQ (Legal) and CQ (Local) Technology Resources
- Electronic Communications Guidelines and Procedures
- Student Code of Conduct
Technology Use Guidelines (T.U.G) Section

STUDENT CODE OF CONDUCT TECHNOLOGY USE GUIDELINES

- Users Shall Not Erase, Rename, or Make Unusable Anyone Else's Computer Files, Programs, Disks, or Drives
- Users Shall Not Share Names, Log-on Passwords, or Files for any Reason
- Users Shall Not Use or Try to Discover Another User's Password, or Circumvent Passwords or other Security Related Information of the District, its Students, or its Employees
- **STUDENTS WILL BE HELD ACCOUNTABLE** for their Actions and for the Loss of Privileges if the Technology Use Guidelines are Violated

ELECTRONIC COMMUNICATIONS PROCEDURES AND ADMINISTRATIVE GUIDELINES

WELCOME USER SCREEN

IMPORTANT!

United ISD Electronic Communications Procedures and Administrative Guidelines

Your password is confidential. You are directed to not disclose your password to anyone else. This includes students, fellow employees, or other third parties unless otherwise directed by the supervisor or authorized designee.

You should not attempt to circumvent passwords, access codes, or information protection schemes or uncover security loopholes or attempt to break authentication procedures or encryption protocols.

Electronic mail, Internet communications and all other forms of computer usage are the property of United Independent School District.

The use of the UISD electronic communication systems shall be used for administrative and instructional purposes only and shall be subject to officially approved monitoring at all times without prior notice or warning.

By logging in to the UISD electronic communication systems you acknowledge you have read the above and UISD board policy CQ (Local).

E-RATE CHILDREN INTERNET PROTECTION ACT CIPA REQUIREMENT VIDEOS

- Online Safety
- Digital Etiquette
- Information Privacy
- Cyber Bullying
- Social Networking
- Blogs

[E-Rate Children Internet CIPA Requirement Videos](#)

CURRENT CYBER SECURITY SOFTWARE

- Intrusion Detection
- Intrusion Prevention
- Anti-Virus Solution
- Firewalls

UISD WINDOWS SECURITY PASSWORD & TYLER STUDENT SYSTEMS PASSWORD

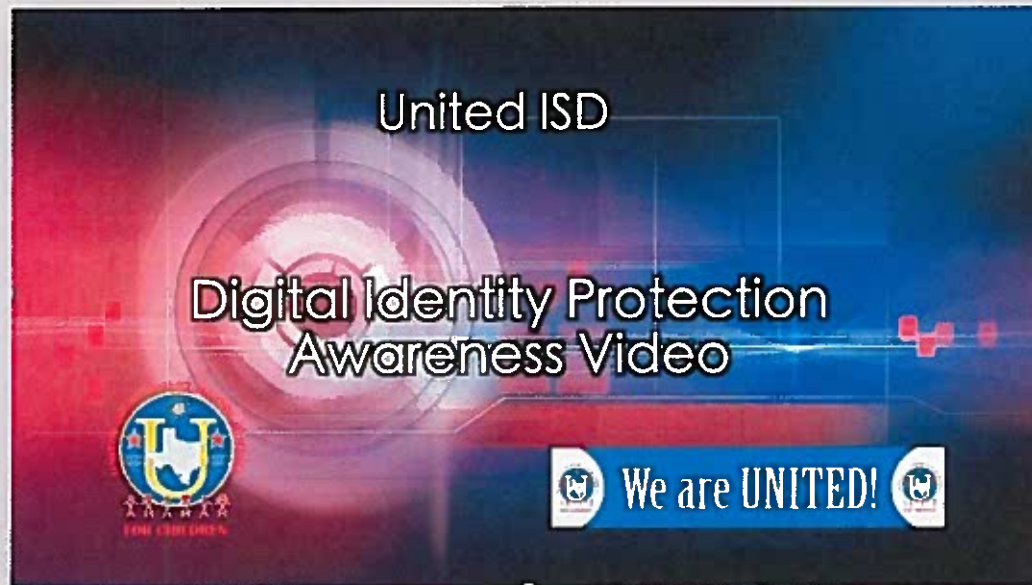
- **UISD Windows Password Expires Every 6 Months**
The UISD Windows Password can be changed by the User at any Time
- **The UISD Windows Password is Required Every Time the User Stops Using the Computer System for a Period of 5 minutes**
- **The Tyler Student System Password is Different from the UISD Windows Password but the User can change it and make it the same Password**

TYLER STUDENT SYSTEM NEW PASSWORD COMPLEXITY RULES

Effective February 28, 2018 the current Tyler System Student Password Complexity Rules will Change for Teachers and Administrators:

- Minimum of 6 Characters Required
- Must Have One Uppercase Character
- Must Have One Numeric Character
- Password Can Not Be The Same As The Login Account
- Previously Used Passwords Will Not Be Allowed
- Password Will Expire Every 45 Days

DIGITAL IDENTITY PROTECTION AWARENESS VIDEO





United Independent School District High School Grading Procedures

High School Grading Procedures

All teachers shall:

- Maintain an electronic grade book on Tyler SIS.
- Have actual numerical scores (0-100) recorded on their grade book
- Record grades electronically as required on the UISD Grading Guidelines on Tyler SIS.
- Have the sufficient number of grades to substantiate the report card grade as stated in the UISD Grading Guidelines.
- Ensure that grades reflect a student's progress with respect to the Texas Essential Knowledge Skills (TEKS)
- Title all assignments, quizzes and tests on Tyler SIS under the "Categories and Assignments" tab on their respective grade book.

- Issue progress reports to their students every three weeks during each grading period except at the nine week grading period when report cards are issued.
- Ensure that all grades are accurately posted to a student's academic history under the "Grade Reporting" tab on Tyler SIS at the end of each nine week grading period.
- Make a hard copy of their grade book every 3 weeks and place copies in their Grade Book binder for documentation purposes.
- Place all Final Exam Exemption forms in their Grade Book binder.

- Every 3 weeks the Department Heads / Path Finders will check grade book binder for core area teachers and document findings. Academic Coordinators will document grade book binder for teachers who teach electives.
- Teachers are to place any and all grade change forms in the Grade Book binder.
- Turn in their Grade Book binder at the end of each semester to the campus principal.

Note: Tyler SIS password will be changed every 45 days.



High School Grading Procedures Check out Log

Subject _____

Administrator _____

Campus _____

Date	Teacher Name	Teacher Signature	Documentation/Comments