



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC** First and Final Reading of Policy CQ (LOCAL) – Technology Resources

**SUBMITTED BY:** Gloria S. Rendon **OF:** Associate Supt for Administration

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** September 21, 2016

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve First and Final Reading of Policy CQ (LOCAL): Technology Resources.

**RATIONALE:**

**BUDGETARY INFORMATION:**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

TECHNOLOGY RESOURCES

CQ  
(LOCAL)

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

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AVAILABILITY OF ACCESS	<p>For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.</p> <p>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.</p>
LIMITED PERSONAL USE	<p>Limited personal use of the District's technology resources shall be permitted if the use:</p> <ul style="list-style-type: none"><li>Imposes no tangible cost on the District;</li><li>Does not unduly burden the District's technology resources; and</li><li>Has no adverse effect on an employee's job performance or on a student's academic performance.</li></ul>
USE BY MEMBERS OF THE PUBLIC	<p>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:</p> <ul style="list-style-type: none"><li>Imposes no tangible cost on the District; and</li><li>Does not unduly burden the District's technology resources.</li></ul>
ACCEPTABLE USE	<p>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.</p> <p>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.</p>
INTERNET SAFETY	<p>The Superintendent or designee shall develop and implement an Internet safety plan to:</p> <ul style="list-style-type: none"><li>Control students' access to inappropriate materials, as well as to materials that are harmful to minors;</li></ul>



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	<p>Ensure student safety and security when using electronic communications;</p> <p>Prevent unauthorized access, including hacking and other unlawful activities;</p> <p>Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and</p> <p>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.</p>
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>
SECURITY BREACH NOTIFICATION	<p>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.</p> <p>The District shall give notice by using one or more of the following methods:</p> <p>Written notice.</p>

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Electronic mail, if the District has electronic mail addresses for the affected persons.

Conspicuous posting on the District's Web site.

Publication through broadcast media.

PERSONAL  
RECORDING  
DEVICES

The following restrictions apply to the use of personal recording devices in USD facilities and during school related activities.

Personal recording devices include personal camera phones, cameras, audio/tape recorders, video recorders, and any other electronic device that is capable of recording the human voice or image:

PROTECTION OF  
CONFIDENTIAL  
INFORMATION

Employees, including student workers, are prohibited from using recording devices to duplicate confidential information, including student records, personnel records, and medical records.

RESTROOMS  
AND OTHER  
PRIVATE  
LOCATIONS

Employees, students, and visitors are prohibited from using recording devices in restrooms, locker rooms, dressing rooms, and other locations where people have a reasonable expectation of privacy.

CLASSROOMS AND  
OTHER  
INSTRUCTIONAL  
LOCATIONS

Instructors are permitted to impose restrictions on students regarding use of recording devices in classrooms, laboratories, or other locations where instruction or testing occurs.

NOTIFICATIONS OF  
RESTRICTIONS ON  
STUDENTS

Instructors shall notify students in writing of any restrictions on the use of recording devices imposed in accordance with this policy. The restrictions will be included in any syllabus, course handbook, or other printed course material distributed to students.

RESTRICTIONS ON  
USE BY  
EMPLOYEES

Employees are prohibited from using recording devices at any District facility or during work-related activities and meetings.

SECRET  
RECORDING  
PROHIBITED

Secret operation of personal recording devices by employees and students while on district property is absolutely prohibited. This includes, but is not limited to, the use of personal recording devices concealed on or within an individual's person, clothing, or belongings. In addition, parents of students are prohibited from concealing personal recording devices on or within a student's person, clothing, or belongings.

NOTIFICATION OF  
CRIMINAL PENALTY

Employees, students and parents are hereby notified that it is a crime under The Texas Penal Code to record a conversation to which one is not a party.



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<u>EXCEPTION FOR STUDENTS OR EMPLOYEES WITH DISABILITIES</u>	<u>Students or employees with a disability may need to use a recording device as a reasonable accommodation. Employees requesting such accommodations should contact UISD Human Resources. Students requesting such accommodations should contact Student Support Services.</u>
<u>CONFISCATION</u>	<u>An authorized district employee may confiscate a personal recording device used in violation of this policy.</u>
<u>DISCIPLINE</u>	<u>Violations of the personal recording device policy may result in discipline, including termination or expulsion.</u>