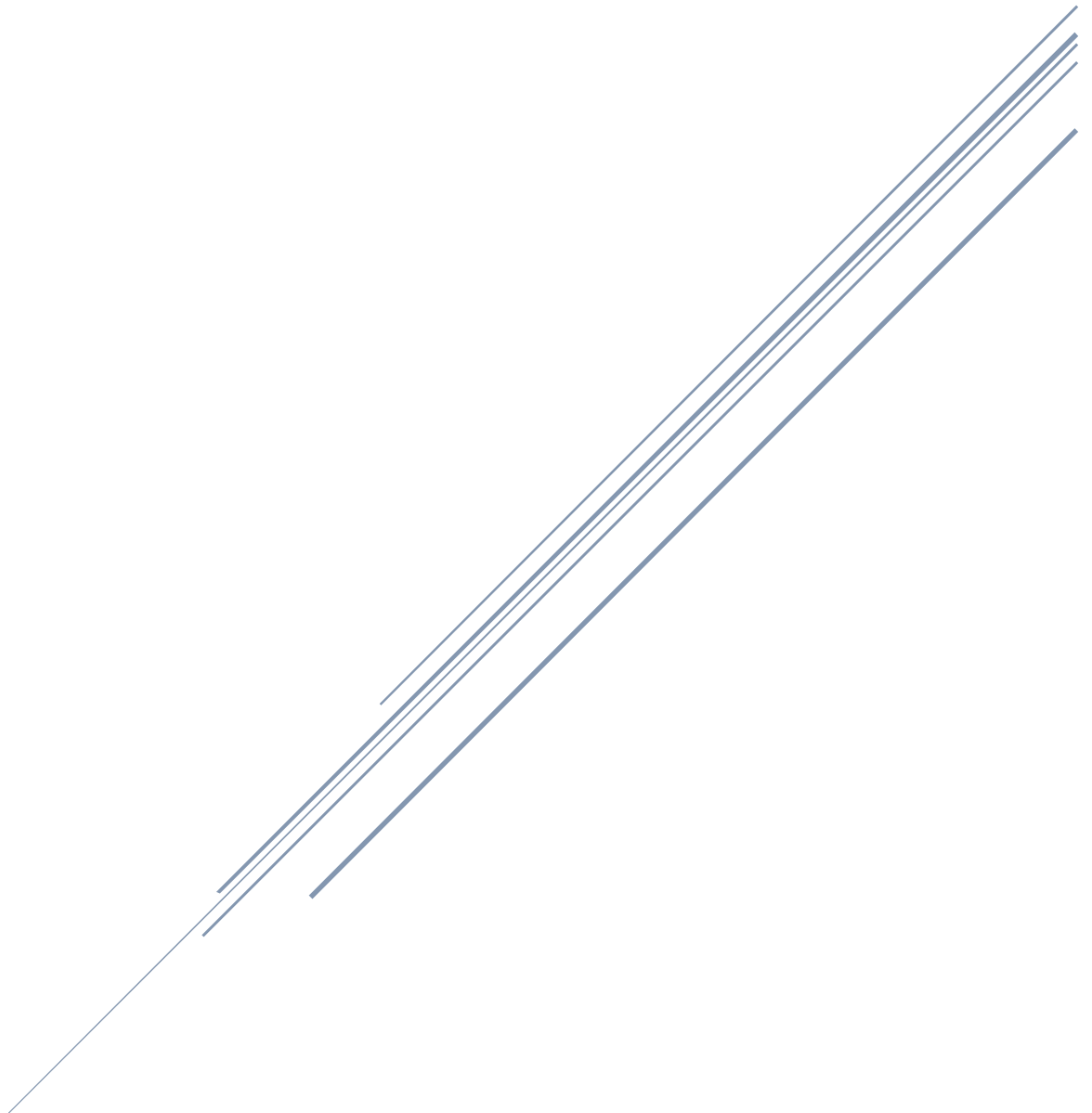# INFORMATION SYSTEMS AND INSTRUCTIONAL TECHNOLOGY

Department Procedures

Seguin ISD 2018 – 2019 School Year Update

Introduction

The Seguin ISD Information Systems and Instructional Technology Department supports instructional and administrative functions of the school district. This department is directly under the Superintendent.

The Technology Department is divided into the following divisions: Instructional Technology; Technical Support; Information Systems (PEIMS); and Networking Services.

The Instructional Technology includes facilitating instruction in the teaching-learning process through the use of technology; directing instructional technology services to meet students' needs; planning, implementing and evaluating instructional programs with staff, teachers, principals, central office administrators; planning and delivering technology training.

The Technical Support division includes maintaining all district PCs, MACs, printers, security cameras, wireless and other related technology equipment; and maintaining the district-wide telephone systems.

The Information Systems division includes producing statistics, files, date, and queries; and the creation, maintenance and submissions to the district's and state's databases.

The Networking Services division includes evaluating, supporting, maintaining, and monitoring the District's local area and wide area networks including all devices that support those networks; and coordinating the implementation of new and replacement systems as the need arises.

The Associate Superintendent of Technology and Student Support Services coordinates with departments and campuses district-wide to determine technology requirements and to establish technology goals and objectives.

The Associate Superintendent of Technology will manage a district-wide technology budget from formulation to execution thereby being responsible for technology plans, programs, and resource requirements in support of established goals and objectives.

The department is responsible for (1) managing district-wide technology from concept formulation through implementation and evaluation, (2) ongoing maintenance, development, acquisition of district wide technology systems, and (3) related professional development training of employees district-wide.

The Seguin ISD Long Range Technology Plan outlines the vision and goals of the District to implement and provide technology enriched instruction as well as administrative tasks. This plan is being written at time of printing.

The Information Systems and Instructional Technology Department has the unique role of providing the leadership for professional development to ensure effective integration.

The Information Systems and Instructional Technology Department must create a seamless relationship between itself, curriculum & instruction, management information services, and administrative tasks.

Technology Department Vision and Goal

The Seguin ISD Information Systems and Instructional Technology Department supports instructional and administrative functions of the school district.

The Technology Department is divided into the following divisions: Digital Learning; Technical Support; Information Systems(PEIMS); and Networking Services.

The department is responsible for (1) managing district-wide technology from concept formulation through implementation and evaluation, (2) ongoing maintenance, development, acquisition of district wide technology systems, and (3) training of employees district-wide.

Vision

Exceptional students to exceptional citizens.

Mission

To cultivate, inspire and empower students to grow and learn

Information Services, Communications, and Technical Support Duties & Responsibilities

Management of all district servers: Reconfigure hardware, install operating system software updates, maintain security control, evaluate system performance, initiate system upgrades.

Coordination of SISD PEIMS Reporting: Set and maintain time lines for PEIMS processing, capture PEIMS data, maintain data integrity (verification and editing), merge student and financial/personnel data, submit PEIMS data to Region XIII/TEA and other appropriate agencies.

Direct Student Attendance Accounting: Insure data integrity in attendance, discipline, grades, demographics, etc.

Management of Server Software: Establish web-based application modules, maintain users, maintain user assignments, coordinate program changes, install software updates, maintain software and data backups, and perform system operator functions.

Manage Other TEAMS Application Software: Coordinate discipline management software, coordinate testing software, etc.

Management of District Computers' Maintenance: Install hardware, provide instruction, coordinate vendor support, troubleshoot problems, provide local repair, provide preventative maintenance.

Provide Software Support for Applications: Perform help desk functions, provide instruction, create graphic images, evaluate software updates, maintain virus control, upgrade user software.

Management of Data Communications Systems: Administer telephone PRI budgets and interface with telephone vendors, Raptor, food service, security cameras, health systems and time clocks.

Direct Management Information Services: Assign tasks, coordinate and meet user requests, evaluate staff performance, and maintain budget.

Local Area Network (LAN) and Wide Area Network (WAN) Management: Administer, troubleshoot, configure and maintain the administrative LANs and WAN.

INTERNET Connection: Issue user accounts, administer, train, troubleshoot, configure and maintain the domain name server to the district internet provider.

Disposal of Library Books and Instructional Materials

In compliance with the guidelines of the Texas State Library, inappropriate, worn, or obsolete library books and other materials and equipment will be systematically removed from the inventory of the library/media center. (Exception for materials purchased with IMA Funds – See Board Policy CMD(LEGAL)

Books and other library materials may be discarded when they are:

I.   Worn or damaged:

a.   Materials are in such a condition that they cannot be mended or rebound. b.   Paper has become brittle or discolored with age.

II.   Misleading and/or factually inaccurate. The copyright date should be considered in evaluating this type of material.

III.   Superseded by a new edition.

IV.   Unsuitable based on the following:

a.   The material is either too difficult or too easy for the students.

b.   The book is unpopular or unused because students' tastes or interests have shifted.

c.   The library has duplicates of books once popular but no longer regularly used.

The following procedure will be used in disposing of materials:

I.   All materials to be discarded will be placed in a specific area that is easily accessible for viewing and examination by the faculty.

II.   Instructions will be sent to each campus in the District designating a specific date and time when other District librarians may inspect the materials for possible use on other campuses.

III.   Faculty members will be given the opportunity inspect.

IV.   Students will be given opportunity to inspect

V.   Remaining materials will be made available to students or as a donation to a local community organization or secondarily, to a similar community organization outside of the school district.

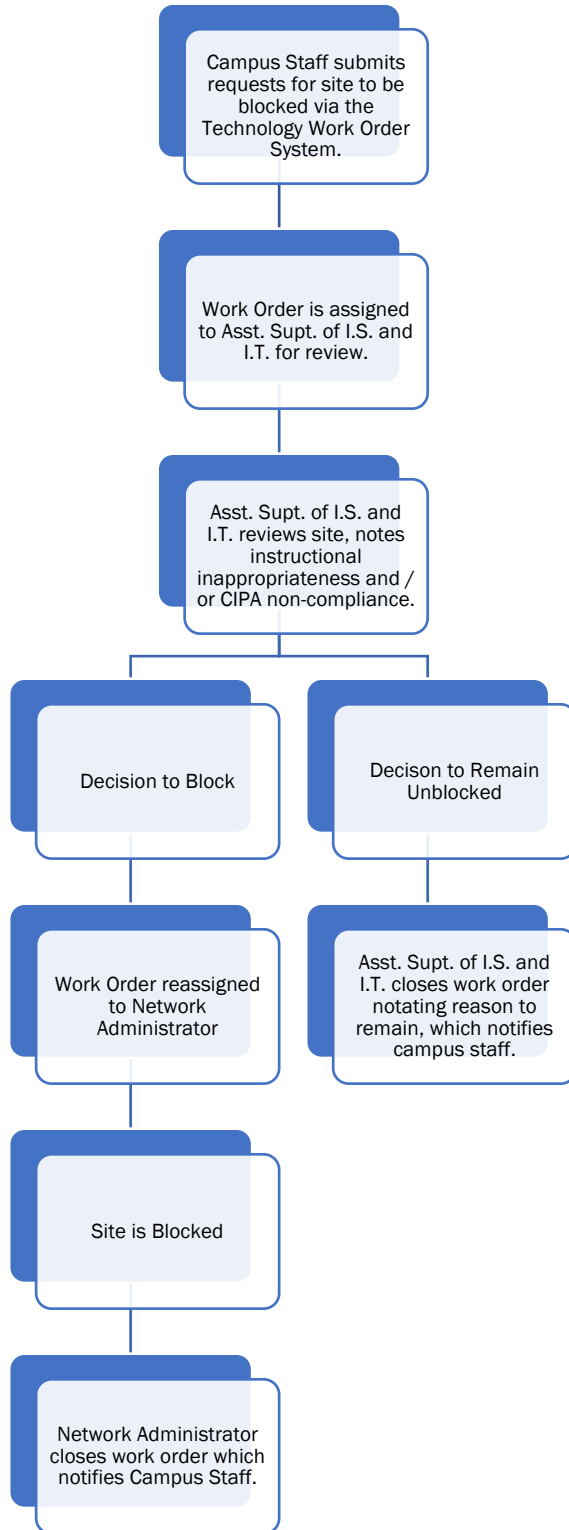VI.   Any materials still remaining will then be destroyed and removed from the library/media center inventory.

Magazines in the secondary schools that are not indexed may be discarded at the end of the school year. Magazines that are indexed will be kept as long as five years if space allows. Before being discarded, magazines will be clipped for pictures and articles of value for the vertical file or classroom use.

The vertical file will be weeded thoroughly at least once a year; however, this weeding can be a continuous process if the date of accession to the library has been indicated on the cover or inside of the item. Whenever new pamphlets or newspaper clippings are added to the file, the librarian will discard the pamphlets that are being replaced by newer and b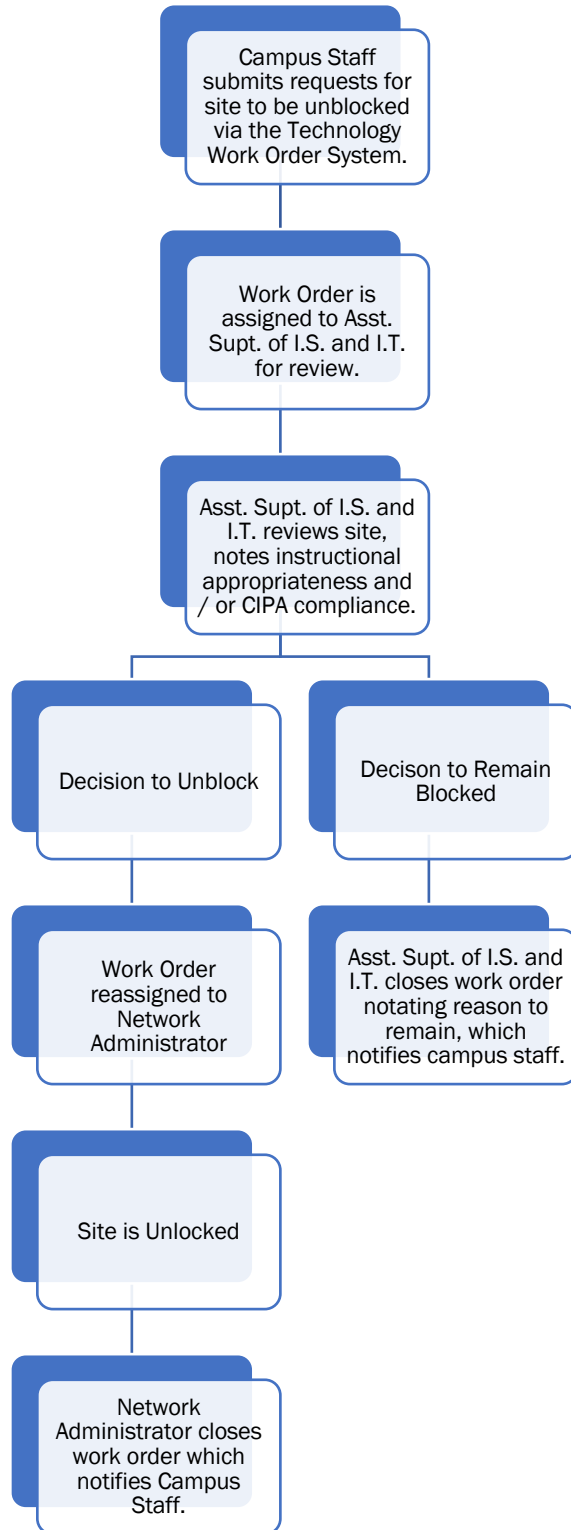etter material. Replaced pamphlets will be so marked and may be put on a rack of materials free to students, given to interested teachers, or simply discarded.

Acceptance of gifts (books and other library materials) will be determined by the librarian on the basis of suitability to the library's purposes and needs, in accordance with the library's stated selection policy and other Board policy.

Request to **BLOCK** Web Site – Campus Procedure

Campus Staff submits requests for site to be blocked via the Technology Work Order System.

Work Order is assigned to Asst. Supt. of I.S. and I.T. for review.

Asst. Supt. of I.S. and I.T. reviews site, notes instructional inappropriateness and / or CIPA non-compliance.

Decision to Block

Decison to Remain Unblocked

Work Order reassigned to Network Administrator

Asst. Supt. of I.S. and I.T. closes work order notating reason to remain, which notifies campus staff.

Site is Blocked

Network Administrator closes work order which notifies Campus Staff.

Request to UNBLOCK Web Site – Campus Procedure

Campus Staff submits requests for site to be unblocked via the Technology Work Order System.

Work Order is assigned to Asst. Supt. of I.S. and I.T. for review.

Asst. Supt. of I.S. and I.T. reviews site, notes instructional appropriateness and / or CIPA compliance.

Decision to Unblock

Decison to Remain Blocked

Work Order reassigned to Network Administrator

Asst. Supt. of I.S. and I.T. closes work order notating reason to remain, which notifies campus staff.

Site is Unlocked

Network Administrator closes work order which notifies Campus Staff.

Technology Item Checkout – Campus Procedure

Items eligible for Item Checkout are as follows: Apple Macbook Air, Apple Macbook Pro, Apple iPad (2,3, Air, Air 2), Apple iPod, PC Laptop, Chromebook, digital cameras, scanners, and other various mobile instructional technology hardware (as approved by the Technology Department).

Campus Staff requests checkout of item from Library.

Item must be in Library Database (Destiny)

Checkout Type 1: On campus, in classroom.

Checkout Type 2: Off campus use by staff member.

Check out from library system (Destiny)

Check PP, fill out form for staff member to sign.

Principal signs form (approves) form is returned to Library. Device is checked out.
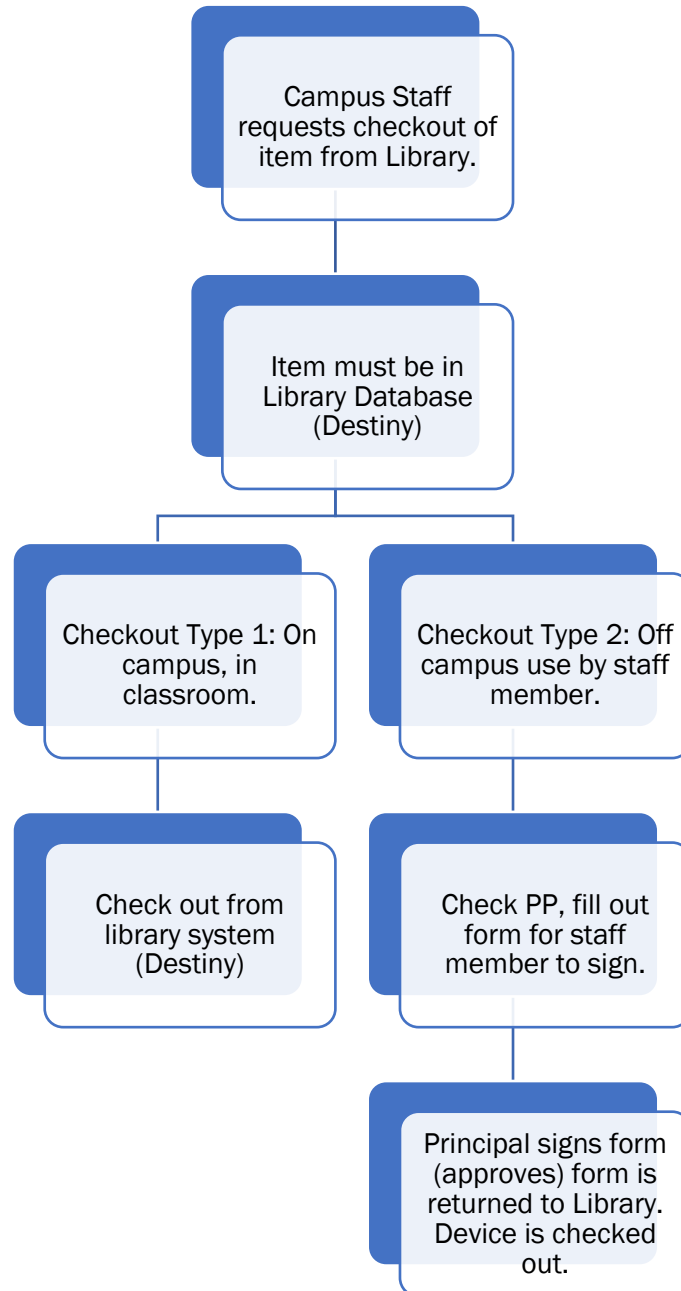
Seguin ISD Technology Equipment Loan Agreement – Staff
School Year: 2018 – 2019

EMPLOYEE INFORMATION

Employee Name: _____

Position: _____

Campus: _____

Cell Phone / Home Phone Number: _____

This written document outlines the agreement you "Employee" are entering in with the district, "Seguin Independent School District." The technological equipment listed below is allowed to be used outside of the school district and can be used for personal business. Therefore, this equipment is subject to special rules and procedures to allow off-campus use.

1. The equipment I am receiving is the property of Seguin Independent School District and remains their property even after my employee assignment ends.
2. If the equipment should require any repair, I will submit a technology work order (eduphoria) and not I will not take the equipment to a repair shop or attempt to fix it myself.
3. This device and any use Seguin ISD networks, or systems will still follow the policies set in the Acceptable Use Policy.
4. This equipment will be returned when requested, or upon completion of my employment with Seguin ISD in good working condition. Please note that when equipment is returned all files, systems, and configurations will be wiped from the device.

I agree to assume financial responsibility for this equipment if it is damaged as a result of negligence or intentional misuse. The district may deduct up to the purchase price of the equipment from my employee paycheck for damaged or non-returned equipment. For more information please refer to the Texas Education Code Section 31.104 (e).

Seguin ISD advises that you obtain the appropriate insurance for the equipment listed in the agreement.

EQUIPMENT

Asset Tag:_____**Purchase Price:** _____

Equipment Description: _____

Check out Duration: _____

Employee Signature:
_____ **Date:** _____

Principal Signature:
_____ **Date:** _____

Acquisition and Responsibilities of Technology Equipment

This policy is intended to protect Seguin ISD from any access issues and to ensure that device usage does not interfere with the mission of the district or the Seguin ISD network resources. All policies listed apply to the use of all district owned technology devices whether on or off the campus.

Technology Device Acquisition for Campuses & Support Departments
1. It is the responsibility of the technology department to provide schools and district support departments with technology equipment quotes (including specifications) concerning the purchase of technology equipment for district use. Specifications include but are not limited to: operating system, processor, memory, hard drive, network card internal/external/wireless), video display, optical storage, sound, I/O ports, and anti-virus software. You can request a technology quote via the workorder system.
2. All "new" district technology equipment must have a Seguin ISD fixed asset tag. Devices with no asset tag may be removed from school room or department environments.
3. All 'new' district technology equipment will be setup and configured by the technology department. A technology workorder must be submitted and a district technician will be assigned to setup and configure the district technology equipment. Once district technology equipment is configured it will be deployed to locations at determined by the initial workorder. Technology equipment may not be moved once deployed, any requests to move the equipment must be in the form of a workorder.
4. During the setup/install of the 'new' district technology equipment, the technology department staff will provide training for the user on how to logon to the district domain and to connect to Seguin ISD network resources.
5. District technology equipment users must adhere to the SeguinNet Rules and Regulations regarding Internet and electronic communication access when using the Seguin ISD network.
6. The Associate Superintendent of Technology and Student Support Services or designee will approve all requests for the installation and access of software applications and programs on district technology equipment. These requests must be made on the technology work order form.

User Responsibilities:
1. Users will not download any versions of software or load into the Seguin ISD network system any versions of software before gaining approval from the Associate Superintendent of Technology and Student Support Services.
2. Users will not attempt to install any personal hardware devices or peripherals on any district owned technology device or part of the Seguin ISD network system without first gaining approval from the Associate Superintendent of Technology and Student Support Services.
3. Users will not attempt to duplicate any district/campus licensed software or application that is installed on any district/campus technology equipment, personal laptop or home computer.
4. Users will not attempt to personally uninstall or modify the settings of any school-licensed software installed on any district technology equipment.

5. Users will adhere to scheduled routine inspections, maintenance, and monitoring of district technology equipment, which may occur at least once a year.
6. Whether connecting to the network or for general use, district/campus technology equipment usage may be confined to certain locations throughout the district.

District Responsibilities:
1. The Associate Superintendent of Technology and Student Support Services reserves the right to shut down network access for any device and user at any time for maintenance or if there is a danger to the integrity of the network; for example, if a laptop computer has a virus, or is using an unacceptable amount of network bandwidth.

Acquisition and Responsibilities of Software/Subscription based Services

All software/subscription purchases will have the educational value that will lead to improvement of instruction and higher student academic achievement for ALL students in Seguin ISD. The purchases will continue to ensure consistency and equity among campuses, across grade level configurations and across subject areas/departments.

DECISION-MAKING

The Associate Superintendent of Technology and Student Support Services and the Assistant Superintendent of Leadership and Learning Services will meet to review all software (regardless of which department initiates the request) prior to any scheduled previews. They will ensure alignment to (1) the instructional program; (2) the technology program; and (3) the District's Board Priorities.

Once the software has been approved by both parties, a software preview will be scheduled with members of both central office departments to determine whether or not the software aligns to the district's curriculum and priorities and whether or not it is worthy of further campus reviews.

Once the software has been approved by the central office staff, software previews will be scheduled by the Technology Department and provide input in the software selection: Academic. Each campus will be represented by the computer lab manager and/or technologist, the principal, and representatives from each grade level/department on campus. Special programs representatives will also be included as appropriate.

It is recommended that if the preview will take more than one hour, that the above named personnel be granted release time to insure that each campus is represented. Recommendations for upgrades and/or software purchases will be approved by both Associate Superintendent of Technology and Student Support Services for the Academic Classroom/ Curriculum CORE software purchases.

SELECTION FOR PREVIEW

The preview sessions will be conducted as follows:

- The date and time for the preview session will be set by or in coordination with the Program Director of Digital Learning Systems.
- Campus representatives (principals, teachers, library media center specialists, computer lab managers, technologists, etc.) will be selected and invited to the preview session.
- Evaluations from the previews will be tabulated and shared with group.
- Recommendation will be sent to the Associate Superintendent of Technology and Student Support Services and Assistant Superintendent of Leadership and Learning Services if it is an instructional program
- The software recommendation will be presented to the District Technology Committee.
- If approved, the Associate Superintendent of Technology and Student Support Services will seek funding and will order.

The recommended guidelines are as follows:

- The preview/acquisition procedure has been structured so that teachers attending as representatives from their campuses are involved in the selection of all software (Computer Lab, Academic Classroom/Curriculum CORE and Library Media Center Collection).
- Campus representatives should solicit feedback from their grade level teachers.

BEFORE CORE update/review/revision meeting

- All campus software will be coordinated through the Associate Superintendent of Technology and Student Support Services.

INSTALLATION OF OPERATING SYSTEMS:

Users may not install operating systems (examples: Windows, OS X, iOS, Android, Chrome OS or Linux.) on district technology equipment, or on stations connected to and/or gaining access to the district's network. Campus technologists and/or district technology department staff perform installation of operating system software. Operating system selections are based on the technical specifications of the system; network configuration and security; staff and student file management; and instructional software needs/requirements.

NON-DISTRICT OWNED EQUIPMENT

Non-district owned equipment (computers, laptops, LCD projectors, printers, etc.) can be networked and/or connected to the district's electronic system and/or equipment only through the district's Seguin ISD wireless network. Staff must request a username and password for the SmartPass wireless system if a non-district person needs wireless access. Seguin ISD staff can connect to the Seguin ISD wireless network using their own security credentials. There is no promise or guarantee that personally owned equipment will connect to the SISD network. The username and password must not be shared with anyone. Each person is responsible for their own access. Flash Drives may be utilized to transport documents. District owned computers are equipped with software to be used for protection against malicious content that may be introduced. The district will not be responsible for any non-district equipment and will not fix, repair nor troubleshoot non-district owned equipment.

Classroom Technology Guidelines

- Computers should be near outlets (Orange electrical and Ethernet in older schools).

- Computers and printers should be plugged directly into outlets.

    o **Classroom computers should n o t be plugged into power strips and/or extension cords if possible**.

- Outlets (electrical and Ethernet) should be visible and accessible at all times.

    o Do not stack items or place furniture in front of outlets.

- Workstation and printer areas should be free of clutter. o Do not store/stack items on top of computer keyboards. o Printers are to be stored on tables and/or desks.

    o Do not store on top of filing cabinets.

- Replacement of printer cartridges and/or paper is to be done by the teacher.

- Technology equipment should not be stored near areas where dust can accumulate easily (i.e. Chalk boards).

- As per SEGUINNET Rules and Regulations:

    o Non-district owned equipment (Computers, printers, laptops, PDAs/Palm Pilots, Game Consoles) will not be connected/networked to the district's wired network. Staff can connect a wireless computer/tablet/phone to the Seguin ISD wireless network. The district will not be responsible for any non-district equipment. The district will not fix, repair nor troubleshoot non-district equipment.

- Remember to quit programs and logout of computer when not in use.

District Technology STEAM Fair

The STEAM Fair is a culmination of student projects that meet state and local priorities. The annual fair consists of both student-developed projects and teacher-developed projects and activities. Students and teachers conduct presentations which showcase and model effective technology integration within the curriculum. (Their presentations utilize technology components and software in place at each campus. In addition to computers, students use multimedia equipment, student response systems, and web page development, and they emphasize the use of online Internet research. Most importantly, they demonstrate their communication skills via their electronic and video presentations. Once a date and location for the District Technology Fair is determined, information will be publicized on the district website and social media outlets.

Technology Work Order Procedures

Technology related needs such as hardware, software, LAN/WAN, telephone, etc, will be submitted via the Eduphoria Help Desk. A list of categories and person(s) responsible is listed below:

Work Order Category	Person(s) Responsible	2nd Level
Cafeteria / Point of Sale	Hardware Software Technician	Lead Technician
Computer Hardware (Desktop, Laptop)	Hardware Software Technician	
Data Request / Query	Assc. Supt of Technology	Director of Integrated Support Services PEIMS Coordinator District Technologist
District / Teacher Websites	Webmaster	
Document Camera and Other Computer Peripherals	Hardware Software Technician	
Equipment Move / Transfer	Hardware Software Technician	Director of Integrated Support Services
ID Machine	Lead Technician	
Intercom / PA	Lead Technician	
Internet / Network	Hardware Software Technician	Network Administrator
Internet Filter	Assc. Supt of Technology	Network Administrator
iOS App Request	District Technologist	
Logins: AR	Network Specialist	
Logins: Computer	District Technologist	
Logins: Google	District Technologist	
Logins: Learning.com	Director of Digital Learning	
Logins: Other	District Technologist	Others as specified by the login.
Logins: TEAMS	Assc. Supt of Technology	District Technologist
Mobile Device (iOS /Chrome)	Hardware Software Technician	District Technologist
Phone	Hardware Software Technician	Lead Technician
Printer	Hardware Software Technician	
Projector / Display	Hardware Software Technician	
Security Cameras	Network Specialist	
Software: Google Drive	Director of Digital Learning	
Software: Learning.com	Director of Digital Learning	
Software: Moodle	Network Specialist	
Software: MUNIS	Director of Int. Support Srvc	
Software: Other	District Technologist	Others as specified by the software.
Software: TEAMS	Assc. Supt. Of Technology	
Time Clock	Lead Technician	
Training Request	Director of Digital Learning	

Software Purchase Approval Procedure

Installation of software programs with district and non-district funds **must be approved by the Associate Superintendent of Technology and Student Support Services prior to purchasing.** All purchases must be in accordance with established district guidelines and policies. **Installation of games and non-instructional software is not allowed and is strictly prohibited.**
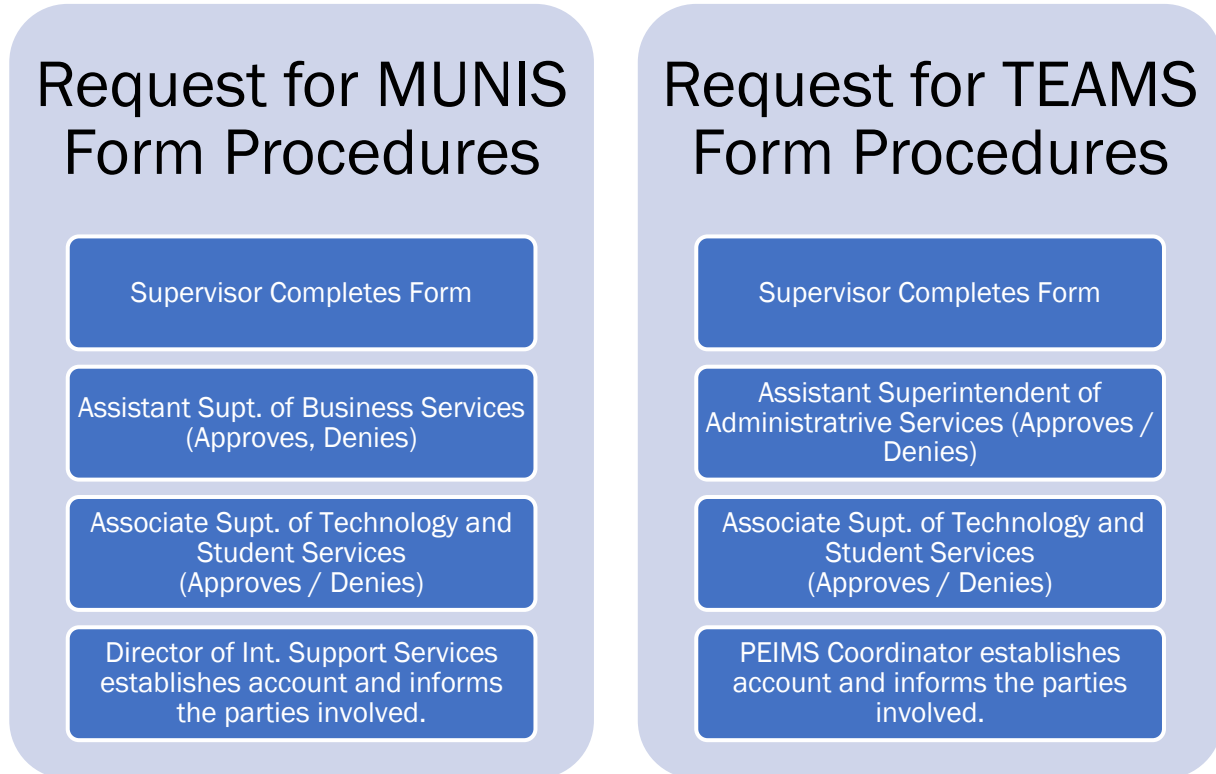
I.   If a teacher wishes to install any educational software on a district owned computer, he / she must obtain prior approval from the Campus Principal.

II. Upon receiving principal approval, the principal will contact the Associate Superintendent of Technology and Student Support Services.

III. If a principal wishes to install any educational software in any of the campus computers, he/she must obtain prior approval from the Associate Superintendent of Technology and Student Support Services.

Procedure to Request User Access (Employee, Student, Financial)

There are two forms to request access depending on the area of access please follow the steps below. The procedure goes through the following steps outlined below:

Request for MUNIS Form Procedures

- Supervisor Completes Form
- Assistant Supt. of Business Services (Approves, Denies)
- Associate Supt. of Technology and Student Services (Approves / Denies)
- Director of Int. Support Services establishes account and informs the parties involved.

Request for TEAMS Form Procedures

- Supervisor Completes Form
- Assistant Superintendent of Administratrive Services (Approves / Denies)
- Associate Supt. of Technology and Student Services (Approves / Denies)
- PEIMS Coordinator establishes account and informs the parties involved.

It is the responsibility of the supervisor who initiated the Request for User Access to inform the Associate Superintendent of Technology and Student Support Services and/or other related staff of any employment changes that may terminate and / or modify the access to the any Seguin ISD systems or databases. This information must be relayed in a timely manner.

In the event that a request is not approved, the party that denies the request will return the form to the person request access information them of the denial of access and will forward a copy of the denied request to the Associate Superintendent of Technology.

All forms are on the department website.

REQUEST FOR USER ACCESS TO: MUNIS: Employee Management System (EMS) and Finance Management System (FMS)

REQUEST FOR MUNIS SYSTEM ACCESS

Complete this form to request access to the Munis Finance or Human Resource Systems. Submit the approved form to the Assistant Superintendent of Business Services who will approve and route for processing.

Date: _____ Work Location: _____

Name: _____ ☐ ☐ New   Existing (Please check one)

User ID:_____ _____
(complete only if current user)

Position: _____ _____

Supervisor / Principal _____
                        Signature   Date

Access Request: (to be completed by Finance or HR Department)

☐   Requisitioner: Request for checks, budget amendments, general inquiry

☐   Approver: Request for checks, budget amendments, general inquiry

☐   Other: _____

_____

_____

_____   _____
Assistant Superintendent of Business Services   *Associate Superintendent of Technology and Student Services*

Technology / Business Services Use Only

Roles to Assign:_____

_____

Direct of Integ. Sup. Serv (initial & date): _____

Workflow assigned:_____

_____

Asst. Supt. of Business Services (initial & date): _____

REQUEST FOR USER ACCESS TO: TEAMS: TIMECARD MODULE AND TEAMS STUDENT MODULE

This form is to used to request access to the TEAMS programs, Time casrds and Seguin ISD database for student programs: grades, attendance, schedules, enrollment, demographics, discipline, health, transcripts, special programs and reports. Please complete this form and return to the PEIMS coordinator. It will be processed as soon as it is approved by the Associate Superintendent of Technology and Student Support Services.

Date: _____   Campus: _____   Dept: _____

User Name: _____ New_____ Existing _____

User ID: _____(complete only if current user) Title: _____

Time Card Module only_____	Add / Change_____	Lookup
Student Attendance	Maintain ____Lookup ____	
Student Enrollment/Demog	Maintain ____Lookup ____	
Student Grading	Maintain ____Lookup ____	
Student Schedules	Maintain ____Lookup ____	
Student Discipline	Maintain ____Lookup ____	
Student Health	Maintain ____Lookup ____	

Special Programs – Please specify program and indicate Maintain _____ Lookup _____

_____

_____

Reports – Please specify the reports needed: District_____ Campus_____

_____

_____

Director / Principal:_____Date_____

Asst Supt of Admin Services:_____Date_____

Assc Supt of Tech & Student Support _____Date_____

PEIMS Coordinator _____Date_____

Revised 11/01/2018

Seguin Independent School District Acceptable Use Policy
SEGUINNET 2018-2019 Revised May 2018

The Seguin Independent School District Network (SEGUINNET) provides Internet and electronic communication access available to the staff and students in the Seguin Independent School District. We believe the Internet and electronic communication offer vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence in the Seguin Schools by facilitating resource sharing, innovation, and communication. Commercial use by individuals of the District's system is strictly prohibited. The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Access to the District's electronic communications system(s) 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(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

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 governing copyright.

Monitored Use

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

 Internet Safety The Seguin Independent School District:

• Controls students' access to inappropriate materials, as well as to materials that are

harmful to minors;

• Ensures student safety and security when using electronic communications;

• Prevents unauthorized access, including hacking and other unlawful activities; and

 • Restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each District computer with Internet access shall have filtered Internet access that blocks entry to visual and text 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. An employee or student who gains access to such material is expected to discontinue the access as quickly as possible and to report the

incident to the campus/district technology staff.

Disclaimer of Liability

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Training

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training for District's system(s) will emphasize ethical use of the system's resources.

Copyright

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

System Access

With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to the District's system(s). Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

System(s) Coordinator's Responsibilities The system coordinator(s) (principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system(s). 2. Ensure that all users of the District's system(s) complete and sign an agreement to abide

by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator. 3. Ensure that all employees supervising students who use the District's system(s) provide

training emphasizing the appropriate uses of these resources. 4. Be authorized to monitor or examine all system(s) activities deemed appropriate

to ensure proper use of the system(s). 5. Be authorized to set limits for disk utilization on the system(s), as needed.

Individual User Responsibilities The following standards will apply to all users of the District's electronic

information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy. 2. System users may not use another person's ID or password. 3. Do not make a request that can generate product/service advertisements or solicit income

for commercial or private entities. 4. System users shall maintain electronic information in accordance with established

guidelines. 5. System users may not upload programs to the District's system(s) without appropriate authorization. Campus technologists or district technology department staff will perform installation of software only. 6. System users may not knowingly bring prohibited materials into the District's electronic communication system(s).

7. Supervise the use of electronic resources by students. 8. Employees should be aware that off-campus computer use may impact their effectiveness in

the classroom and could result in disciplinary action consistent with District policies.

9. Students, staff, and guests with official SISD login credentials may connect personal electronic devices to the district's guest wireless network. The district will not be responsible for any non-district equipment *(e.g. Computers, Printers, Laptops, LCD Projectors, PDAs/Palm Pilots, Game Consoles, etc.). The district will not fix, repair nor troubleshoot non-district equipment. 10. Procedure for Approval of Software for Instructional Use.

Installation of software programs purchased with non-district funds must be approved (Use the district form.) by the Principal and Associate Superintendent of Technology. Installation of software will be performed by campus and/or district technology personnel. Installation of non-instructional related software is not allowed and is strictly prohibited.

Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies 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.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited Limitation/Termination/and/or Revocation of System User Access The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

Warning

System users with access to the District's electronic communication system(s) should be aware that use of the system might provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) 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. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

Electronic Mail

Email is a required communication tools in both offices and classrooms. The following points are important to keep in mind: 1. The software and hardware that provides us email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication.

Although we do not have staff that actively monitor email communications, the Open Records Act would govern the contents of any communication of this type. We will abide and cooperate with any legal request for access to email contents by the proper authorities. Emails may be monitored by designated staff at any time. 2. Since email access is provided as a normal operating tool for any employee who requires it

to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion. 3. Since email access is provided for school business related use, please do not create or

forward messages that have no educational or professional value including any and all content that is political in nature. An example would be any number of messages that show cute pictures or follow a "chain letter" concept or political action email from professional organizations. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account. 4. Do not send messages to an entire staff when only a small group of people actually needs

to receive the message. 5. System users who wish to distribute electronic information district wide using system resources other than email conferences/forums must submit the material to the Public Information Officer or designee. If approved, the Public Information Officer or designee will forward the electronic material to the appropriate electronic resource(s). 6. Attachments to email messages should include only data files. At no time should program

files be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they're "launched" or started. If you receive an attachment like this, please delete the email message immediately without saving or looking at the attachment.

7. Subscriptions to Internet listservs should be limited to professional digests due to the amount of email traffic generated by general subscriptions. Please use your personal Internet account to receive listserv subscriptions of a general nature, if one is available. SISD allows staff to access webmail sites such as Yahoo and Google on a limited basis as long as it does not impact your instructional time. Do not download files from emails in you personal account. 8. Please notify your campus technologist if you receive unsolicited email, particularly if it is

of a "hate mail" nature. We will attempt to track down the source of that email and prevent you from receiving any additional unsolicited mail.

Guidelines for Publishing to the Internet: Wikis, Blogs, Discussion

Forums, and Content Management Systems for Seguin ISD (Adapted from Hillsboro School District, Hillsboro, OR.)

All District material posted on the District Web site (including Wikis, Blogs, Discussion Forums, and Content Management Systems) must be by the district Web Administrator and those committees, or persons, given authority to do so by the Web Administrator. Material appropriate for placement on the Seguin District Website includes information about the District, department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Educational resources for staff, students and the community may also be published online. Personal information, not related to education, will not be allowed on the SISD's District Website. All content published via the SISD network must comply with the following:

1. All publications must comply with all state, federal, and international laws concerning copyright, intellectual property rights, privacy, and legal uses of network computers. 2. All publications must comply with the Board policies, administrative regulations, these Web Publishing Guidelines, and other District guidelines provided for specific levels of publishing. 3. All district Web publications will reside primarily on the District provided web service. 4. The Seguin Independent School District makes every effort to insure that all links are

operational; all information is accurate, appropriate, and of high quality. The District expects that standards be met. The viability of links that are not created through our District cannot be guaranteed. 5. Publishing Expectations:

a. All District Wikis, Blogs, Discussion Forums, and Content Management System pages should meet goals of high quality in both style and presentation. b. Correct grammar and spelling are expected. All information must

be verifiable. c. Publications shall be high quality and designed for clarity and readability. d. Publications must include a statement of copyright when appropriate and

indicate that permission has been secured when including copyrighted materials. e. Publications on the district Web site must identify affiliation with the SISD, and should link back to the main page from the front page of any school on department's main pages.

f. Relevant referencing dates are required on all publications. g. All publications must include the District email address of the adult maintaining the

page. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person. No student email addresses, whether a personal or district account, may be listed on any Wikis, Blogs, Discussion Forums, and Content Management System page. Only

SISD staff members may act as student sponsors. h. Commercial use for the pursuit of personal or financial gain is prohibited. i. Wikis, Blogs, Discussion Forums, and Content Management Systems pages shall not contain the personal address or phone number of students. Students' full name may not be used. j. Wikis, Blogs, Discussion Forums, and Content Management Systems pages shall not

display personally identifiable student pictures unless explicit parental permission has been granted by a parent's signature on a Seguin Independent School District's form. It is required prior to publishing any identifying pictures of students. Each parent permission document must be retained on file as long as the student's picture remains online.

DIFFERENT LEVELS OF WEB PUBLICATION

These guidelines are to be used as reference and provide specific information regarding Web publishing by staff and students throughout the District. District Web Publishing Guidelines exist for each level and will be used when addressing specific issues relevant to each publisher level, however, every web publisher will read and abide by the Web Publishing Standards for ALL Web Publishers shown above. For more information about these Guidelines or other

  issues related to Web publishing, please contact the Technology Department. District Level

The District level refers to main publishing activities, which represent the District as a whole, such as overall structure, style, the main "front pages," and general top level information. This level of publishing is conducted by a District Webmaster who carries out the goals of the Website at this level. The District Webmaster works closely with the Public Information Officer.

Department Level

Administrative departments (such as Transportation or Personnel, etc.) may publish their own Web pages, Wikis, Blogs, Discussion Forums, or Content Management System pages as part of the District's Website. The supervisor or director of each department is responsible for content and maintenance of departmental Web sites, Wikis, Blogs, Discussion Forums, or Content Management System pages though may designate a department web coordinator who will do the actual authoring of pages. The materials published online is to coincide with that department's printed materials, but may also take full advantage of the resources and structure of the Web, using internal and external links to relevant references thus increasing the effectiveness of the information. The Public information Officer must be consulted prior to uploading publications of a potentially sensitive nature, such as school comparisons or student data. All staff members responsible for updating website content, Wikis, Blogs, Discussion Forums, or Content Management System pages, must complete and sign the Acceptable Use Agreement (SEGUINNET).

School Level School Wiki, Blog, Discussion Forum, or Content Management System pages are the

responsibility of the building principal who designates a school Web Coordinator. The school Web Coordinator is responsible to manage the school Website and monitor class, teacher, student, and extracurricular Web pages. This will ensure that all official material originating from the school will be consistent with the district style and content guidelines. At the school level there are guidelines for the various potential contributors to the school's web site and Wikis, Blogs, Discussion Forums, or Content Management Systems, and are to be used in the publishing process.

Staff Level

Teachers or other staff may create Wikis, Blogs, Discussion Forums, or Content Management System pages for use in class activities or to provide a resource for other teachers or staff members in the District. Staff publishers will be responsible for maintaining their class or educational resource Wiki, Blog, Discussion Forum, or Content Management System pages. Staff Wiki, Blog, Discussion Forum, or Content Management System pages must reflect positively upon the district and department or school. The teacher or staff member must complete and sign the Seguinnet AUP. The school's Web Coordinator acts as an editor for the school's website and Wikis, Blogs, Discussion Forums, or Content Management System pages and is to be informed of planned publishing activities. Student Level

Students may create and publish Wikis, Blogs, Discussion Forums, and Content Management Systems pages on the SISD Web site as part of a class or school sponsored activity. Material presented on a student Wiki, Blog, Discussion Forum, or Content Management System must meet the educational objectives of the school-related activity, as well as follow District policy and guidelines. Personal Web pages are not allowed on the Seguin School District's Web server. Student pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to Seguin ISD." Student Wiki, Blog, Discussion Forum, or Content Management System may be removed at the end of the school year unless special arrangements are made. Parent must be notified and give written permission before their child can publish information on the Internet.

Google Apps for Education

District employees will have access to a suite of online applications, Google Suite, including Gmail, Google Docs/Drive, Google Sites, and Google Calendar. Seguin ISD's Google Suite tools are intended for professional use only and are subject to all state and federal regulations regarding employee conduct, student access, and privacy.

Google Drive provides each student and employee with unlimited online storage that can be used for documents, images, presentations, videos, etc. In order to protect student privacy, at no time should confidential student information be stored in an employee's online Google Docs/Drive.

I have read the District's SEGUINNET Acceptable Use Guidelines (AUG). I agree to abide by the provisions. I understand that violation of these provisions is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked with or without notice, school disciplinary actions may be taken and/or appropriate legal action may be taken. In addition, I expressly acknowledge being aware that the District has a right to monitor electronic mail, Internet history and other activity on my computer system,

Privileges – The use of the Internet and the email system is a privilege not a right. Inappropriate use will result in cancellation of those privileges. The system administrator(s) and/or the Assistant Superintendent of Information Systems and Instructional Technology, will deem what is inappropriate use and their/his/her decision is final. The system administrators(s) may close an account at any time as required or as deemed appropriate and without notice. The administration of Seguin ISD may request the system administrator(s) to deny, revoke, or suspend specific user accounts, with or without cause, for violation of SEGUINNET regulations and guidelines, or as a result of other disciplinary action against the user.

Requesting an Account – Requesting an account does not guarantee that an account will be given. Upon the issuance of an account, members will be given a user ID and password

Termination of Account – A member's access to, and use of, the SEGUINNET system may be terminated by the member sending written Notice to a system administrator. Accounts that are inactive for more than ninety (90) days will be removed along with that member's files without notice given to the member.

Your signature of receipt of the employee handbook is your acceptance to abide by the provisions as stated in this document.