

Electronic Communication

Data Management

Internet Safety

# Acceptable Use Policy

Santa Anna ISD

2018-2019

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**SANTA ANNA ISD**  
**Electronic Communication, Data Management, Internet Safety and**  
**Acceptable Use Policy**

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

**AVAILABILITY OF ACCESS**

Access to Santa Anna ISD's electronic communications system, 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 of the system shall be permitted if the use:

1. Imposes no tangible cost on Santa Anna ISD;
2. Does not unduly burden Santa Anna ISD's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

The SAISD Electronics & Data Management System includes:

**ELECTRONIC COMMUNICATIONS/ DATA MANAGEMENT SYSTEM**

- Any and all computers owned by Santa Anna ISD, networked or stand-alone.
- Any and all handled devices such as phones, iPads, tablets, or personal digital assistance devices (PDA's)
- Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, projectors, document cameras, interactive tablets, scanners, and digital cameras.
- Any and all servers attached to Santa Anna ISD's backbone.
- Any and all computer program software and/or subscriptions licensed to Santa Anna ISD.
- Any and all software installed (with Technology Department authorization) on any network computer.

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**USE BY THE MEMBERS OF THE PUBLIC**

Access to Santa Anna ISD’s electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. Imposes no measurable cost on Santa Anna ISD; and
2. Does not unduly burden Santa Anna ISD’s computer or network resources.

Members of the public who are granted access shall be required to comply with all Santa Anna ISD rules, regulations, and policies governing appropriate use of the system.

**CHILDREN’S INTERNET PROTECTION ACT**

Under the Children's Internet Protection Act (CIPA), [Pxb. L. No. 106-554 and 47 USC 254(h)] Santa Anna ISD must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit Certification to the Federal Communications Commission (FCC). 47 U.S.C. 254 Districts that do not receive universal service discounts but do receive certain federal funds under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education.

**ACCEPTABLE USE**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of Santa Anna ISD and with law and policy governing copyright.

Access to Santa Anna ISD’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. Non-compliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by Santa Anna ISD.

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### **INTERNET SAFETY**

Santa Anna ISD has identified and is implementing an Internet Safety Plan which includes:

1. Controlling student access to inappropriate materials, as well as to materials that are harmful to minors through Santa Anna ISD Internet Filter. This filter is also included on student laptops and provides filtering when off campus.
2. Ensures the safety and security when using electronic communications through Santa Anna ISD network.
3. Monitors for unauthorized access, including hacking and other unlawful activities.
4. Restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
5. Provides educational sessions and trainings about cyberbullying, appropriate online behavior, social networking, and chat rooms.

### **MONITORED USE**

Electronic mail transmissions by employees and other use of the electronic communications system by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

All faculty members shall be responsible for monitoring the use of computers in their classrooms using the following rules and guidelines:

### **FACULTY RESPONSIBILITY**

1. No (networked) computer shall be in use by a student within a classroom setting unless a teacher (or monitor) is monitoring student activity.
2. No student shall be allowed on the Internet if his or her name appears on the restricted users list. (Note: The list will be updated as needed with e-mail notification to staff.)
3. All teachers, principals, and Network Administrator, the System Administrator and/or designee to ensure enforcement of the Acceptable Use Policy within Santa Anna ISD will monitor classrooms.
4. Confidentiality of student records and personnel information will be maintained.
5. Copyright laws will be observed.

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6. Any faculty violations will be addressed by building principals and/or the superintendent.

### **USE OF ELECTRONIC MEDIA WITH STUDENTS**

Any Santa Anna ISD employee (designated in writing by the Superintendent or Principal) may communicate through electronic media with students who are currently enrolled at Santa Anna ISD. The employee must comply with the provisions outlined as follows.

Santa Anna ISD employees are not subject to these provisions to the extent the employee may have a relationship with a family member (niece or nephew), the student is the child of an adult family friend, the student is a friend of the employee's child, or the student participates in the same civic, social, recreational, or religious organizations.

The following definitions apply for the use of electronic media with students:

Electronic media includes all forms of social media, texting, instant messaging, e-mail, blogs, chats, video sharing (YouTube), editorial comments posted on the Internet, and social network sites (Facebook, Twitter), landline telephone, cell phones, and web-based applications.

Communication means to convey information and includes a one-way communication as well as a dialog between two more people. A public communication by an employee that is not targeted at students (e.g. a posting on the employee's personal social networking page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

Santa Anna ISD employees who use electronic media to communicate with students shall observe the following:

- Santa Anna ISD employees shall limit communications to matters within the scope of the employee's professional or extracurricular activity responsibilities.
- Santa Anna ISD employees should follow guidelines laid out in the [Employee Handbook](#) in regards to "Electronic Communications between Employees and Students", page 39.

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- Santa Anna ISD employees do not have a right to privacy with respect to communications with students and parents.
- Santa Anna ISD employees are subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators.
- All communication between students and employees are subject to the Open Records Act.
- Upon written request by parent/guardian all electronic communication between employees and students will cease.

Employees may submit a request for exception from one or more of the above limitations in writing to his/her immediate supervisor.

Students shall retain all rights to work they create using Santa Anna ISD's electronic communications system.

### **INTELLECTUAL PROPERTY RIGHTS**

As agents of Santa Anna ISD, employees shall have limited rights to work they create using Santa Anna ISD's electronic communications system. Santa Anna ISD shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of Santa Anna ISD.

### **DISCLAIMER OF LIABILITY**

Santa Anna ISD 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. Santa Anna ISD shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The Superintendent or designee will oversee Santa Anna ISD's electronic communications system.

Santa Anna ISD will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of Santa Anna ISD's system will emphasize the ethical use of this resource.

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**CONSENT  
REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to Santa Anna ISD's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a web page under Santa Anna ISD's control unless Santa Anna ISD has received written consent from the student (and the student's parent) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under Santa Anna ISD's control unless Santa Anna ISD has received written consent from the student's parent. An exception maybe made for "directory information" as allowed by the Family Education Records Privacy Act and District policy.

**SYSTEM  
ACCESS**

Access to Santa Anna ISD's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor, all students and District employees will be granted access to Santa Anna ISD's system.

Internet access at Santa Anna ISD is filtered; however, it is possible that users will run across areas of adult content and/or material that might be found objectionable. Santa Anna ISD will make every effort to educate and guide all users in the proper use of the Internet. It is not possible to control all materials on the global Internet. Personal accountability is a necessity.

2. All employees and Students in grades PK-12 will be granted access to Santa Anna ISD's system by their teachers, as appropriate.

3. Santa Anna ISD will require that all passwords be changed every year or when deemed necessary by the system administrator.

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4. Any system-user identified as a security risk or as having violated District and/or Campus computer use guidelines may be denied access to Santa Anna ISD’s system.

The technology coordinator for Santa Anna ISD’s electronic communications system (or campus designee) will:

**TECHNOLOGY  
COORDINATOR/  
SPECIALIST  
RESPONSIBILITY**

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for Santa Anna ISD’s system.
2. Ensure that all users of Santa Anna ISD’s system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the Technology Coordinator’s office.
3. Ensure that employees supervising students who use Santa Anna ISD’s system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in Santa Anna ISD is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed inappropriate.
7. Set limits for data storage within Santa Anna ISD’s system, as needed.

**INDIVIDUAL USER  
RESPONSIBILITIES**

The following standards will apply to all users of Santa Anna ISD’s electronic information/communications systems:



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### **ON-LINE CONDUCT**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Santa Anna ISD's system (system) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Santa Anna ISD policy or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is illegal and will be handled as such.
5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
7. **System users may not upload or download public domain (or any other software) programs to the system. Please check with the system administrator to request installations.**
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. **If materials of this nature are inadvertently received, report the incident to administration immediately.**

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10. System users should be mindful that use of school-related electronic mail addresses might cause recipients or other readers of that mail to assume they represent Santa Anna ISD or school, whether or not that was the user's intention.

11. Systems users may not waste District resources related to the electronic communications system.

12. System users may not gain unauthorized access to resources or information.

**VANDALISM  
PROHIBITED**

Any malicious attempt to harm or destroy District equipment or data of another user of Santa Anna ISD's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of Santa Anna ISD policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and hacking.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See the Student Code of Conduct]

**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, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

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**INFORMATION  
CONTENT/  
THIRD- PARTY  
SUPPLIED  
INFORMATION**

System users and parents of students with access to Santa Anna ISD's system should be aware that use of the system might provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

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 network administrator or supervising teacher.

An Employee or student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action, suspension of access and/or revocation of privileges on Santa Anna ISD's system in accordance with the Student Code of Conduct, District policies, and Board Policy.

**PARTICIPATION  
IN CHAT ROOMS  
AND  
NEWSGROUPS**

Students are prohibited from participating in any chat room or newsgroup accessed on the Internet unless such chat participation is within a class activity and through an approved on-line system, which provides for controlled monitoring by the teacher. Such participation is permissible for employees, in accordance with District policies.

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**DEVELOPMENT  
OF WEB PAGES**

1. Santa Anna ISD will establish and maintain a District Web site and will develop Web pages that will present information about Santa Anna ISD. The (Director of Technology Services, or his/her appointee) will be designated the Webmaster, responsible for maintaining Santa Anna ISD Web site. All school, class and extracurricular web pages will be submitted to the Webmaster to determine adherence to District policies and standards. Upon approval, the link will be made to Santa Anna ISDs main page and the web page will be posted on Santa Anna ISDs site.
2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. Teachers will be responsible for maintaining their class site.
3. Extracurricular Organization Web Pages. With the approval of the Webmaster, extracurricular organizations may establish Web pages. The Webmaster will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student-produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to Santa Anna ISD.

System users are expected to observe the following network etiquette:

**NETWORK  
ETIQUETTE**

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

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**TERMINATION/  
REVOCAION OF  
SYSTEM USER  
ACCOUNT**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

**DISCLAIMER**

Santa Anna ISD's system is provided on an "as is, as available" basis. Santa Anna ISD does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. Santa Anna ISD 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 that system will be uninterrupted or error free, or that the 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 Santa Anna ISD.

Santa Anna ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of Santa Anna ISD's electronic communications system.

**SECURITY BREACH  
NOTIFICATION**

Upon discovering or receiving notification of a breach of system security, Santa Anna ISD shall disclose the breach to affected persons or entities in accordance with the periods established by law.

Santa Anna ISD shall give notice by using one or more of the following methods:

1. Written notice
2. Electronic mail, if Santa Anna ISD has electronic mailaddresses for the affected persons.
3. Conspicuous posting on Santa Anna ISD's website.
4. Publication through broadcast media.