

Introduction

Under the provisions of the Information Resources Management Act, information resources are strategic assets of the State of Texas that must be managed as valuable state resources. Thus this policy is established to achieve the following:

- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources.
- To establish prudent and acceptable practices regarding the use of information resources.
- To educate individuals who may use information resources with respect to their responsibilities associated with such use.

Purpose

The technology resources at Bruceville-Eddy Independent School District support the educational, instructional, and administrative activities of the District. These technologies, when properly used, promote educational excellence in the District by facilitating collaboration, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of Bruceville-Eddy ISD technology resources is a privilege, not a right, and should be treated as such.

Bruceville-Eddy ISD firmly believes that the value of providing information, interaction, and resource capabilities far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District. Bruceville-Eddy ISD complies with Federal regulations regarding Internet filtering in order to limit user access to inappropriate content. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Bruceville-Eddy ISD activities. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District policy as well as guidelines at the local, state, and national levels. Any user who does not comply with policies and procedures may face appropriate disciplinary actions. Users should not have any expectation of privacy when using District technology.

Scope

This policy applies to anyone who uses Bruceville-Eddy Independent School District technology resources. Technology resources include all District owned, licensed, or managed hardware and software as well as the use of the District network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Ownership of Electronic Files

Electronic files created, sent, received, or stored on information resources owned, leased administered, or otherwise under the custody and control of the Bruceville-Eddy ISD are the property of the Bruceville-Eddy ISD.

Privacy

Electronic files created, sent, received, or stored on information resources owned, leased, administered, or otherwise under the custody and control of the Bruceville-Eddy ISD are not private and may be accessed by Bruceville-Eddy ISD IT employees at any time without knowledge of the information resources user or owner. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Resource Standards.

Acceptable Use Policy

Bruceville-Eddy ISD's technology resources will be used for learning, teaching and administrative purposes consistent with the districts mission and goals. Appropriate acceptable use includes the following:

- Bruceville-Eddy ISD computer resources must be used in a manner that complies with Bruceville-Eddy ISD policies and State and Federal laws and regulations. It is against Bruceville-Eddy ISD policy to install or run software requiring a license on any Bruceville-Eddy ISD computer without a valid license.
- All software must be authorized by the Bruceville-Eddy ISD IT prior to use. A list of authorized software will be maintained in Appendix A of this Policy. Individuals may request written approval for software use through the Bruceville-Eddy ISD online Helpdesk. Unauthorized software is subject to removal upon discovery.
- Use of the Bruceville-Eddy ISD's computing and networking infrastructure by Bruceville-Eddy ISD employees, students or guests unrelated to teaching, learning or administrative needs in Bruceville-Eddy ISD must be limited in both time and resources and must not interfere in any way with Bruceville-Eddy ISD functions or the duties. It is the responsibility of users to consult administrative guidance, if they have any questions in this respect.
- Uses that interfere with the proper functioning or the ability of others to make use of the Bruceville-Eddy ISD's networks, computer systems, applications and data resources are not permitted.
- Use of Bruceville-Eddy ISD computer resources for personal profit is not permitted.
- Files, images, emails or documents which may cause legal action against or embarrassment to the Bruceville-Eddy ISD, may not be sent, received, accessed in any format (i.e. auditory, verbal or visual), downloaded or stored on Bruceville-Eddy ISD information resources.
- All messages, files and documents – including personal messages, files and documents – located on Bruceville-Eddy ISD information resources are owned by the Bruceville-Eddy ISD, may be subject to open records requests, and may be accessed in accordance with this policy.
- Decryption of passwords is not permitted, except by authorized staff performing security reviews or investigations.
- Use of network sniffers shall be restricted to system administrators who must use such tools to solve network problems. Network sniffers may be used by auditors or security officers in the performance of their duties. All use of network sniffers shall be approved by the IRM. They must not be used to monitor or track any individual's network activity except under special authorization as defined by Bruceville-Eddy ISD policy that protects the privacy of information in electronic form.
- Users must not download, install or run any programs or utilities on LISD systems except those authorized and installed by the Bruceville-Eddy ISD IT and specifically designed to conduct the business of the Bruceville-Eddy ISD. Examples of non-business-related software or files include, but are not limited to:
 unauthorized peer-to-peer (P2P) file-sharing software, games, unauthorized instant messengers (IM), pop email, music files, image files, freeware, and shareware. Unauthorized software may be removed upon discovery.

Examples of Improper Use Include:

- Submitting, publishing or displaying any defamatory, cyber bullying, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private;
- Attempting to or physically damaging equipment, materials or data;
- Attempting to or sending anonymous messages of any kind, except as expressly allowed by the District's Blackboard ParentLink communication systems;
- Pretending to be someone else when sending/receiving messages;
- Using District resources for personal commercial use; use related to commercial activities or for commercial gain or advertisement for purchase or sale of a product.

- Using District resources for personal political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
- Using the network to access inappropriate material;
- Knowingly placing a computer virus on a computer or the network;
- Opening email messages from unknown senders, loading data from unprotected computers, and any other risky action that may introduce viruses to the system;
- Transmission of unsolicited junk e-mail chain messages. Mass distribution without a specific District related reason is not permitted.
- Accessing of technology resources, files and documents of another user without authorization;
- Attempting to or using proxy servers or otherwise bypassing security to gain access to the Internet or network resources;
- Use or distribution of personal information about students or employees without proper authorization
- Attempting to “hack” into technology resources;
- Storing inappropriate information (i.e. programs,.exe files, non-work related videos);
- Attempts to degrade or disrupt resource performance including but not limited to denial of service attacks;
- Any interference with the work of others, with or without malicious intent;
- Forgery or attempted forgery of electronic messages or data;
- Violation of copyright laws;
- Any use that would be unlawful under state or federal law;
- Installing software without proper approval;
- Installing or setting up any device that would alter the network topology including wireless access points, routers, hubs, or switches;
- Modifying desktop/laptop configurations including altering desktop backgrounds, screen savers, power settings or any other pre-configured setting; and
- Attempting to gain unauthorized access to 3rd party networks or systems through the use of District resources.

Incidental Use

As a convenience to the Bruceville-Eddy ISD user community, incidental use of information resources may be permitted. The following restrictions apply:

- Incidental use must not interfere with the normal performance of an end users' duties.
- Storage of personal email messages, voice messages, files and documents within Bruceville-Eddy ISD's information resources must be nominal.
- All messages, files and documents – including personal messages, files and documents – located on Bruceville-Eddy ISD information resources are owned by Bruceville-Eddy ISD, may be subject to open records requests, and may be accessed in accordance with this policy.

Support Information

This Policy is supported by the Security Policy Standard.

Disciplinary Action

Violation of this policy may result in disciplinary action for students or staff. Staff disciplinary actions may include employment termination. Additionally, individuals are subject to loss of Bruceville-Eddy ISD information resources access privileges, as well as civil and criminal prosecution. Violations of this policy or aggregate security policies are subject to the guides established in the Violations and Disciplinary Actions Policy of the Bruceville-Eddy ISD.