

# **Shamrock ISD**

## **Comprehensive Technology Policies**

### **2020-2021**

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## **Index**

INTRODUCTION.....pg. 3  
ACCEPTABLE USE POLICY.....pg. 4  
CYBERSECURITY POLICY.....pg. 7  
INTERNET SAFETY POLICY.....pg. 9  
1:1 DEVICE POLICY.....pg. 11

## **INTRODUCTION**

The expansion of technology within all areas of the education system is exponential with no signs of pause for the future. The awareness of the possibility that electronic information could be misappropriated, corrupted, hijacked, or lost has been acknowledged as a serious threat for Shamrock ISD. Shamrock ISD makes an immense effort to provide outstanding technology resources to faculty members and students, therefore establishing an ecosystem that is critically relying on information relayed through technology as part of Shamrock ISD's day-to-day mission. The expansion of technology at Shamrock ISD has also increased the amount of potential threats to the district. The safeguard of technological information within all levels of education and beyond the scope of education is imperative and Shamrock ISD continues to set high standards to meet the policies, regulations, statutes and/or other directives made by the State of Texas and Federal Agencies as well as the obligations and expectations of our community, parents, staff and students. Conclusively, as Shamrock ISD sets technology policies and standards with high expectations, the behavior of end users ultimately reflects the success of said policies and security of information.

The mission of Shamrock ISD's Comprehensive Technology Policy is to simplify the means of accessing Shamrock ISD's technical policies by merging all existing technology policies into a single document. Shamrock ISD's Comprehensive Technology Policy is adopted by the Shamrock ISD School Board and written by the Superintendent and/or Cybersecurity Coordinator and/or the Technology Coordinator.

## **SECTION I: ACCEPTABLE USE POLICY**

Shamrock Independent School District is pleased to offer the latest technological opportunities to our students, staff, and administrators. Our goal is to promote educational excellence in the Shamrock Independent School District while facilitating safe and effective resource sharing, innovation and communication with schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.

**The smooth operation of our systems relies upon the proper conduct of all users within Shamrock ISD. It is crucial to the ecosystem of our network that you read, fully understand and abide by all aspects of the Shamrock ISD Acceptable Use Policy.**

### **I. Network & Internet Services:**

A. Employees and students will have network and Internet access on all Shamrock ISD campuses. Shamrock ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. Shamrock ISD will not be responsible for damages incurred while on this system.

B. Shamrock ISD provides filtered Internet access and an overlay of protective measures for all users on Shamrock ISD's network. However, it is impossible to prediction individual behaviors and users could potentially access unfiltered content and/or material that might be found objectionable. Shamrock ISD will make every effort to educate and guide all Shamrock ISD network users in the proper use of the Internet. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.

B. Shamrock 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/or costs incurred by users.

### **II. User Accounts:**

A. The Shamrock ISD network and Internet services are not private. Data and/or users may be monitored by the Shamrock ISD Technology Department and/or District Administration at any time to ensure proper use. Electronic information shared, stored or in the custody of the district are property of the district. Electronic information may be accessed by appropriate personnel in accordance with the Texas Administrative Code 202, Information Resource Standards.

- B. Each user will be assigned an individual system account for network and Internet access.
- C. The user is responsible at all times for the proper use of his/her account.
- D. Do not share your account password with anyone
- E. Do not leave your computer unattended.

### **III. Network Use and Content:**

- A. Use of the Shamrock ISD network must be in support of education and research and be consistent with the educational objectives of Shamrock ISD. Employees may access network and Internet services for personal use outside of school hours. This personal use is permitted as long as it imposes no tangible cost to Shamrock ISD, does not burden Shamrock ISD Data Management system, and has no adverse effect on an employee's job performance or students' achievement.
- B. Employees are prohibited from creating or intentionally obtaining files, data and/or E-mail that contains objectionable material. Objectionable material includes foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation.
- C. Employees are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the Technology Department.
- D. Computer games are allowed when they are used to enhance current classroom curriculum or for student rewards (as deemed appropriate by the classroom teacher and campus principal).
- E. Excluding phones, employees are not allowed to use personal devices to access the Shamrock ISD network.
- F. Employees have access to a Shamrock ISD email account. These accounts may be used for personal communication as long as it imposes no tangible cost to Shamrock ISD, does not burden Electronic Communications & Data Management system, and has no adverse effect on an employee's job performance or students' achievement. Employee email may be monitored at any time by the Shamrock ISD Technology Department and/or District Administration.
- G. Forgery or attempted forgery of email messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the Email and/or data of other network users.
- H. Employees are prohibited from downloading and/or installing software unless permission is granted by the Shamrock ISD Technology Department. All users must respect the legal protection provided by

copyright license to programs and data. Installation of unlicensed software will not be permitted under any circumstance.

I. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files/data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.

J. Employees shall not attempt to write, produce, generate copy, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software. Such software is known as a bug, virus, worm, Trojan, or similar name.

#### **IV. Possible consequences for Inappropriate Use:**

A. Suspension of access to the system and revocation of the computer system account.

B. Termination of employment

C. Other disciplinary or legal action, in accordance with Shamrock ISD policies.

## **SECTION II: CYBERSECURITY**

The potential threat of cybersecurity continues to be a growing concern to organizations worldwide. The safety of information resources and data used in a variety of departments, technology applications and devices are crucial to the ecosystem of Shamrock ISD's network and keeping these resources safe from outside threats is of utmost importance to Shamrock ISD. Emerging legislation and technological advancements will impact cybersecurity needs and requirements, rendering this particular policy fluid in order to comply with such developments.

- I. Shamrock ISD will include, but not limit, the following strategies to combat cybersecurity threats:
  - A. Policies and Procedures
    - a. Shamrock ISD will use this policy to guide staff and students on procedural steps to follow in case of a cybersecurity breach (see 2:g).
  - B. Cybersecurity Team
    - a. While all users within Shamrock ISD's network are encouraged to be active members in combating a potential cybersecurity breach, Shamrock ISD will rely on the Cybersecurity Coordinator and Technology Coordinator to inform and educate users about Shamrock ISD's Cybersecurity policy.
  - C. Monitoring
    - a. Shamrock ISD will use multiple monitoring systems to strengthen the security of the District's network.
    - b. Shamrock ISD will use multiple controls and authentication measures to strengthen the security of the District's data.
  - D. Education
    - a. Shamrock ISD promotes cybersecurity awareness through education to both staff and students.
- II. The following Cybersecurity measures will be followed by all members of the Shamrock ISD network.
  - a. Information security controls must not be bypassed or disabled.
  - b. All members of the Shamrock ISD network are responsible for their own behavior and decisions while accessing Shamrock ISD's network. All users are also encouraged to report any potential data breaches they believe have occurred.

- c. Shamrock ISD's network, consisting of devices, applications and accounts, are controlled by Shamrock ISD's Technology Department. Users are not allowed to connect foreign devices to the Shamrock ISD network without the consent of the Technology Department.
  - d. Technology agreements of any nature must be authorized by the Cybersecurity Coordinator or Technology Coordinator. All software should be licensed and users should abide by restrictions of software products. Violation of this will result in removal of product from user's system.
  - e. The Cybersecurity Coordinator and/or Technology Coordinator reserve the right to remove any non-district software from any system.
  - f. All users will complete a Cybersecurity Awareness training annually.
  - g. Shamrock ISD's Technology Coordinator and/or Cybersecurity Coordinator will assess the following systems, but not without limits, to confirm controls are in working order. Automated system tools may also be used for cybersecurity detections.
    - i. Firewall
    - ii. User account logs
    - iii. Application logs
    - iv. Internet traffic, including but not limiting e-mail
    - v. Miscellaneous error log file reports
- III. In the event of a Cybersecurity breach, the following steps should be taken:
- a. Notify the Cybersecurity Coordinator
  - b. Cybersecurity Coordinator will make contact with appropriate resources for support including, but not limited to:
    - i. Shamrock ISD's Technology Coordinator
    - ii. Region 16 Education Service Center
    - iii. Legal Counsel
    - iv. Texas Education Agency
- IV. Disciplinary Actions for violation of policies:
- a. Suspension of access to Shamrock ISD's network
  - b. Revocation of access to user account
  - c. Termination of employment
  - d. Other disciplinary or legal action, in accordance with Shamrock ISD policies.

## **SECTION III: INTERNET SAFETY POLICY**

### Introduction

It is the policy of Shamrock ISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)]. Shamrock ISD's Internet policy applies to both faculty and students.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

As required by the Children's Internet Protection Act, (CIPA) blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes for a limited time period. Local school policies will remain in effect.

### Inappropriate Network Usage

Steps shall be taken to promote the safety and security of users of the Shamrock ISD online computer network when using electronic mail and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, (CIPA) prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It is the responsibility of all Shamrock ISD faculty to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children Internet Protection Act, the Neighborhood Children's Internet Protection Act, and

Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Classroom teachers will provide age-appropriate training for students who use the Shamrock ISD Internet facilities. The training provided will be designed to promote Shamrock ISD's commitment to:

I. The standards and acceptable use of Internet services as set forth in the

Shamrock ISD's Internet Safety Policy and Acceptable Use Policy for students;

II. Student safety regarding:

- a. safety on the Internet;
- b. appropriate behavior while online
- c. cyber bullying awareness

III. Compliance with the E-rate requirements of the Children's Internet Protection

Act (CIPA) and Children's Privacy Protection Act (COPPA).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policy.

## **SECTION IV: 1:1 DEVICE POLICY**

### **MISSION STATEMENT**

The technology mission of Shamrock Independent School District is to integrate technology throughout the district to prepare students with the tools they need to be successful within and outside the classroom. Shamrock ISD will identify strategies to use advanced technology to improve the academic achievement of all students and to develop critical thinking skills that are essential for academic and workplace success. Teachers will integrate technology effectively into curriculum and instruction. In an effort to provide our students and teachers with the tools they need to prepare for the future, Shamrock ISD has implemented a 1:1 Student Device Initiative for students in 6th - 12th grades as well as a 1:1 environment of devices in grades 3rd - 5th. These devices are district-owned for school-related use. This handbook will serve as an information resource for students and parents working with the Shamrock ISD devices. An acknowledgement form regarding this policy must be signed by the parent and student before a device will be issued.

### **COMPUTER SPECIFICATIONS**

Google Chromebooks

### **REQUIREMENTS FOR ISSUING SISD DEVICES**

Devices will be distributed within the first six weeks of school. Parents and students must sign and return the (1) *Acceptable Use Policy*, (2) *Internet Safety Policy* and (3) *1:1 Student/Parent Agreement* before any device will be issued to the student. Please carefully read and make sure you understand these documents before signing them.

Devices will be collected at the end of each semester for maintenance. Students will be re-assigned the same device each year.

### **TAKING CARE OF YOUR LAPTOP**

Laptops are the property of Shamrock ISD. The use of a device is a privilege, not a right. Devices that are broken or fail to work properly must be taken to the technology department where they will be inspected for maintenance and repairs. **DO NOT** try to repair the device yourself or have someone outside the district provide technical support.

### **GENERAL PRECAUTIONS**

- No food or drinks near your laptop.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebook, power cord and protective cases should be out of reach of younger children and pets.
- Students are responsible for keeping their laptop battery charged and ready for school.
- The protective case must remain on the laptop.

### Screen Care

- Do not lean on, or stack items, on top of the laptop when it is closed.
- Do not carry Chromebooks by the screen or while the lid is opened.
- Keep all objects away from the screen.
- Do not place items on the keyboard and close the Chromebook lid.

### Screensavers, Backgrounds & Images

The presence of inappropriate media such as weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions.

### Vandalism

- Do not remove physical parts or emblems, service tags, or identification tags.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of SISD.

### Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your laptop.

### Storing Your Laptop

Laptops should NOT be left unsupervised. Unsupervised laptops will be taken to the Campus Principal or the Technology Department; there is a \$10 fee to reclaim your laptop from the office, if found.

When students are not using Chromebooks, they should be placed in a secure location.

## **USING YOUR LAPTOP AT SCHOOL**

The SISD Chromebooks are intended to be used at school each day. In addition to classwork & teacher expectations, many school messages, announcements, calendars, and schedules can be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically advised otherwise by their teacher.

### Wireless Access

Students will have access to the Shamrock ISD network in the following areas:

- Within campus buildings and all classrooms
- Cafeteria and libraries
- Outdoor areas within 30-100 feet of buildings depending on location.
- Green Room facility
- El Paso Stadium seating

There are other locations in the community where students may access wireless connections, including the Shamrock Library

### Laptops Left at Home

Students must bring their device, fully charged, to school each day. Repeat violations of this policy may result in loss of take-home privileges.

### Chromebooks Undergoing Repair

Chromebooks needing repair must be taken to the technology department. Depending on inventory, a loaner Chromebook may be issued to students during the time repairs are being made.

### Charging the Laptop's Battery

Laptops must be brought to school each day fully-charged.

### Sound during school hours

Sound must be muted unless students are given by the teacher. Students may use their own earbuds.

### Programs

Students will have access to, but not limited to, programs such as Google Earth, which require additional parental/guardian consent for students under age 18. Signing this document verifies parental/guardian consent.

## **PRIVACY & FILE MANAGEMENT**

With Google Apps for Education, students have access to their documents with or without internet. When using their district assigned Google Account, students will save their files to their Drive storage account. These files are

monitored by a cloud-hosted filter. **Computer malfunctions are not an acceptable excuse for not submitting work.**

#### File Privacy

Files located in network and cloud-based folders on school servers and devices are checked on a regular basis for inappropriate files, too many files, and other issues such as viruses. “Privacy” does not exist when you are using school owned devices. These laptops are subject to review at any time.

#### Content Filters & Internet Safety

SISD uses both a primary networked content filter and a secondary cloud based content filter to block inappropriate material; devices are filtered both on and off campus.

#### Games, Music and Movies

All website for games, music and movies will be filtered in conjunction with classroom activities.

### **INSPECTION**

Students may be selected at random to provide their laptops for inspection to check for damages.

#### YOU BREAK IT, YOU BUY IT POLICY

Students and their Parent/Guardians are financially responsible for damages to assigned devices caused by misuse, abuse, accidents, or theft. If a student loses or destroys any components of their laptop, they will be charged the full replacement cost for those items. **THE TECHNOLOGY DEPARTMENT DOES NOT CHARGE FOR INSTALLATION OF THESE ITEMS AS A COURTESY TO OUR STUDENTS.**

#### Theft or Vandalism

Theft or vandalism should be immediately reported to the Technology Department.

**Shamrock ISD**  
**TECHNOLOGY**  
**STUDENT & PARENT AGREEMENT**  
**2020-2021**

As a user of the Shamrock ISD network, internet resources and district owned device, I have read and I understand the rules & expectations listed in the following:

Acceptable Use Policy

Cybersecurity Policy

Internet Safety Policy

1:1 Device Policy

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_