Center ISD
Cyber Security Policy

Purpose

The Center ISD (CISD) Cybersecurity Policy serves employees, students, vendors, and partners. The purpose of this policy is to protect sensitive data, student records, direct/indirect identifiers, and the district technology infrastructure. This policy applies to all CISD employees, vendors, partners, and students who have access to systems hardware and software.

Center ISD technology department is obligated to conserve and protect CISD resources for the benefit of all stakeholders; however, the responsibility and accountability for the appropriate use of CISD resources ultimately rests with the individual who uses the resource or who authorizes such use. The intention of the following policies are to preserve and enhance the integrity of those resources. Noncompliance with this agreement may result in disciplinary action consistent with District Policies and Regulations and/or, if appropriate, termination of contracts and services with the district. Violations of the law may result in criminal prosecution and/or disciplinary action by the district.

Definitions

CISD resources include electronic and communications equipment, software, and systems, including but not limited to computers, laptops, iPads, Chromebooks, computer networks, software, copiers, scanners, printers, connected classroom equipment, other computer peripherals, cellular phones, applications such as the Internet, email, and office systems under the individual's control or to which they have access.

Cyber-attack means an attempt to damage, disrupt, or gain unauthorized access to a computer, computer network, or computer system.

Cybersecurity means the measures taken to protect a computer, computer network, or computer system against unauthorized use or access.

Compliance with Children's Internet Protection Act (CIPA)

CISD prohibits inappropriate behavior while online, including cyberbullying, and will take appropriate disciplinary actions in response to that behavior.
Center ISD is committed to providing a safe learning environment that involves Internet access by addressing the following:

> Access by minors to inappropriate matter on the Internet;
> The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
> Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
> Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
> Measures restricting minors' access to materials harmful to them.

Availability of Access

Access to CISD Resources, including the Internet, shall be made available to users primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited personal use of the network shall be permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources and has no adverse effect on an employee's job performance or on a student's academic performance. Users will communicate via e-mail, or other applications as approved by district administration, on District equipment through their assigned **centerisd.org** account only. All guest access will be obtained via the district's Guest Wi-Fi network which includes an acceptable use agreement.

Monitoring and Use

Center ISD reserves the right to monitor the activities of all individuals using Center ISD resources, to include but not limited to, computers, e-mail, internet, and any other electronic equipment connected by any means to Center ISD's network. Cellular phones, when connected to Center ISD's network are also subject to monitoring. Users shall have no expectation of privacy when using Center ISD resources. Items to be posted on the Center ISD network, including but not limited to web sites, will be appropriately screened prior to posting.

Disclaimer of Liability

Center ISD shall not be liable for the users' inappropriate use of the District's resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by users as a result of inappropriate use. Center ISD shall not be responsible for ensuring the accuracy of usability of any information found on the Internet. Additionally, Center ISD shall not be liable for users encountering objectionable material whether accidentally or purposefully.

Network Security

Center ISD's network security measures are to protect against cyber-attack. The users of Center ISD resources will not physically connect or attach any unauthorized hardware or equipment to the network. This prohibition includes but is not limited to laptops, cell phones, portable hard drives or other computers designated for "stand alone" operations. However, personal data devices such as listed above may connect wirelessly to the Center ISD network. Texas Penal Code section 33.02, Breach of Computer Security, allows for prosecution up to first degree felony for a person who "…knowingly accesses a computer, computer network, or computer system without the effective consent of the owner." Other than Center ISD property, the only equipment allowed to connect physically to any Center ISD network, other than the Guest Wi-Fi, is a USB Flash Drive.

Center ISD network managers will ensure the maintenance of a content filter, firewall, security settings within the network, password provisions, software and hardware updates, adherence to SFTP protocols, antivirus software, and the education of the end user on practices for cybersecurity safety.

Network Access

Users are responsible for the security of electronically stored information (data) to which the user's account has been given permission to use. All users given permission to access data must act in a manner to protect said data from loss, unauthorized alteration or unauthorized use. Unauthorized use of a Center ISD computer account is prohibited.

Computer accounts are assigned to individuals for their exclusive use. Users are responsible for all activities conducted with the account assigned to them. Level of access to the network is determined at the time the account is established according to the status of the user (e.g. student, teacher, or administrator) and requirements to access specific data. Request for changes in access level, with proper approval, may be made through the Technology department.

Data will not be copied or transmitted without the same access restrictions as those placed on the original data. Users are responsible for data accessed, transmitted, copied, deleted or changed using their account.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. This includes (but is not limited to) the following:

a. General school rules for adequate behavior apply just as they do in classrooms and hallways. Be polite. Do not send jokes or other comments that may be discriminatory, harassing, or offensive to others, or material that defames an individual, company or business or disclose personal information without authorization.

b. Criminal speech, dangerous information, and other illegal activities are strictly forbidden. School harassment regulations apply to electronic communications. Additionally, Texas Penal Code makes many of these actions criminal in nature.

c. Do not reveal your name, personal address or phone number or those of your colleagues.

d. Note that Internet and e-mail usage is not guaranteed to be private. The district will have access to all mail as well as sites visited. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in such a way that you would disrupt the use of the network by other users.

f. All communication and information accessible via the network are subject to copyright and other laws.

g. Do not attempt to bypass the Internet filter to obtain inappropriate information or for any other reason.

h. Use of the district network constitutes acceptance of, and compliance with the district's Acceptable Use Policy.

User responsibilities

1. User accounts are the responsibility of the person to whom it is issued and ONLY that person is authorizedto use it. Users do not have the right to allow another person to use their account. Users are responsible for all actions taken by their account at all times.

2. Gaming and other bandwidth intensive uses, such as Internet music or video are not generally allowed except for educational purposes. In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts.

3. Center ISD technology resources, especially phones, computers, monitors and printers, are assigned to a specific location and are not to be moved without first notifying the technology department.

4. Center ISD reserves the right to block access to certain Internet sites. Attempts to circumvent these restrictions via proxy sites or other methods can result in loss of the individual's account. If damage is incurred while bypassing or attempting to bypass Center ISD restrictions, criminal charges may be filed.

5. Users are legally and ethically responsible for protecting and preserving Center ISD's proprietary rights. This means that no messages disclosing sensitive, confidential, restricted, non-public or other proprietary information may be transmitted without proper authority to do so.

6. Users should use Center ISD resources in a businesslike, courteous and civil manner. All Center ISD policies, including policies prohibiting discrimination and sexual harassment shall apply to use of Center ISD resources. Center ISD resources shall not be used for the expression of unlawful or discriminatory ill will or bias against individuals or groups, or offensive material such as obscenity, vulgarity, or profanity. Additionally, Center ISD resources will not be used for political purposes, to include e-mailing political representatives.

7. Users should exercise due care to ensure that spyware, viruses, Trojan Horses and other malware are not introduced to the network. At the first indication that malware is present, the user should stop using the computer and contact the Technology Department immediately. Users will not resume using that equipment until expressly given permission to do so by the Technology Department.

8. Center ISD reserves the right to withdraw account privileges at any time for any reason. Additionally, accounts will be disabled upon the user's disassociation with Center ISD.

9. Use of instant messaging technology is prohibited unless permission is granted by the administration based on necessity to accomplish Center ISD's educational mission.

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

Cyber-attacks and vandalism

Cyber-attacks are prohibited. Additionally, deliberate attempts to physically damage, compromise, degrade or disrupt system performance shall 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 another network user or deliberate interference with the ability of other network users to send/receive electronic mail is prohibited.

Warning

Network users and parents of students with access to Center ISD resources should be aware that use of the network may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer

Center ISD resources are provided on an "as is, as available" basis. The District does not make any warranties, expressed or implied, with respect to any services provided by the network and any information or software contained therein. The District does not warrant that the functions or services performed by, or 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 network users, information providers, service providers, or other third party individuals in the network are those of the providers and not the District.

The district will provide notice to the parties involved or affected by any cybersecurity incident involving personal information.

The district is not responsible for cyber-attacks or cybersecurity breaches that involve third-party vendors.

Center ISD will cooperate fully with local, state or federal officials in any investigation concerning or relating to any cybersecurity attack or other cybersecurity incident against the cybersecurity infrastructure at Center ISD.