



## **Standards for Permissible Electronic Devices and Cybersecurity Software Applications**

*EXCELLENCE IN LEADERSHIP ACADEMY as a Texas Education Agency (TEA) partner, is committed to supporting the safety and security initiatives designed to protect our students when accessing digital services, software applications, and electronic devices. By adopting goals and policies aligned with the Texas Education Agency, our district pledges its solidarity to ensure our facilities are held to the highest safety standards.*

*In accordance with Texas Education Code (TEC) section § 32.1021, before transferring an electronic device to a student, ELA commits to:*

1. EXCELLENCE IN LEADERSHIP ACADEMY shall ensure that accessible technology devices issued or transferred to students are formatted to “factory reset” erasing all previous information, history, settings, and Applications (Apps) before issuance, as well as meeting software safety application specifications and capability functions.
2. EXCELLENCE IN LEADERSHIP ACADEMY shall follow a transfer protocol for issuing or assigning devices. Students and parents will receive Acceptable Use Policy (AUP) training that includes technical assistance, proper care, and how to assume responsibility if the device is stolen, lost, or broken. Two (AUP) training opportunities will take place; one in the fall semester and one in the spring semester. The IT department will provide AUP training to all new and returning students and their parents/guardians before issuance. The IT department will use AUP training sign-in sheets and the acceptable use policy for accountability purposes.
3. EXCELLENCE IN LEADERSHIP ACADEMY shall provide, during the loan period of the device, options for student technical support such as information via our webpage by submitting a Technology Service ticket via Google Forms. During the regular school day, face-to-face support will be provided via the student’s classroom after the Technology Service Ticket is submitted to the IT by the child’s teacher.
4. EXCELLENCE IN LEADERSHIP ACADEMY shall use the Technology Service Ticket to report any computer-related technical problem. Before submitting a Technology Service Ticket, the student must back up any data, information, or other files stored on the assigned device, to a student storage area or other external device.

5. EXCELLENCE IN LEADERSHIP ACADEMY shall impose adopted rules for governing transfers that include eligibility requirements, training, technical assistance support, and student, and parent agreements with written and signed permissions.
  - a. ELIGIBILITY:
    - i. Must be a current student of ELA.
    - ii. Must be in good standing and not have violated the Acceptable Use Policy nor the Technology agreement in the previous school year.
    - iii. Both parent and student must have attended the Acceptable Use Policy (AUP) training orientation meeting and the follow-up training in the 2<sup>nd</sup> semester.
    - iv. New students enrolled in ELA will also receive the AUP training within 7-10 of enrolling, sign the Technology Agreement, and be provided with an email account.
  - b. TRANSFERS:
    - i. The device must have been formatted to factory reset and current school apps, firewall, and software installed before transfer of the device.
    - ii. A signed AUP must be on record and a device agreement by both parent and student that includes the Asset Tag Number to the device issued must be secured by IT Staff. (Records must be generated and maintained by the IT Coordinator)
    - iii. Updates or resets to the school email account.
6. EXCELLENCE IN LEADERSHIP ACADEMY's transfer policy and procedures, serve the purpose of ensuring that every student has eligibility for access to permissible electronic devices as tools for research and enhanced learning and, in addition, protection, and prevention parameters to ensure that any internet service or software provides the utmost security provision to any installed software or web access.
7. EXCELLENCE IN LEADERSHIP ACADEMY shall ensure that accessible technology devices issued or transferred to students meet software safety application specifications and capability functions to comply with TEA student safety standards.
8. EXCELLENCE IN LEADERSHIP ACADEMY will establish a standard for issuing technology devices including transfers after reconfiguration, reinstallation, and updating of software applications to meet TEC 32.1021 including but not limited to firewalls, internet filters with notification capabilities for added security and cyber safety, network protection with filters for non-educational and social media sites, and general filters for student safety.
9. EXCELLENCE IN LEADERSHIP ACADEMY must evaluate alternative software applications to determine whether they increase security and provide the same educational purpose before using a social media application for an educational purpose.

10. EXCELLENCE IN LEADERSHIP ACADEMY reserves the right to consider necessary adjustments, by age level, to the use of electronic devices in the classroom to foster development of students' abilities regarding spending school time and completing assignments without the use of an electronic device.
11. EXCELLENCE IN LEADERSHIP ACADEMY will consider the use of an internet filter capable of notifying designated school administrators of any AUP violations. School administrators are required to notify the student's parent or person standing in parental relation if a student accesses inappropriate or concerning content or words. When a student accesses content involving harmful, threatening, or violent behavior, the school system must follow established procedures, and make appropriate notifications to the Safe and Supportive Schools Program Team (SSSP) established under Texas Education Code, Section §37.115, as applicable.
12. EXCELLENCE IN LEADERSHIP ACADEMY may deactivate an electronic device transferred to a student if the SSSP have been made aware of searches or activity that pose a risk to student safety (e.g., when internet search history indicates a query regarding violent topics, self-harm, etc.). Access to a device may be restored after the event has been appropriately addressed by the SSSP, discussions with the student and parents or guardians have taken place, and the SSSP has determined to re-activate the student's rights to the transfer of an electronic device.
13. EXCELLENCE IN LEADERSHIP ACADEMY reserves the right to consider appropriate restrictions on student access to social media websites or Apps with an electronic device issued to a student.
14. EXCELLENCE IN LEADERSHIP ACADEMY shall require direct and informed parental/guardian consent for a student's use of software applications, other than a software application necessary for the administration of an assessment instrument or an assessment relating to college, career, or military readiness for which student performance is considered in evaluating a school district's performance via an Acceptable Use Policy.
15. EXCELLENCE IN LEADERSHIP ACADEMY shall require as part of the registration packet for parents/guardians, the review of the school guidelines in reference to technology devices and signed consent for a student's use of district technology devices through the ELA Acceptable Use Policy. (The form must be part of the registration packet)
16. EXCELLENCE IN LEADERSHIP ACADEMY's use of software applications will not conduct mental health assessments or other assessments unrelated to educational curricula that are intended to collect information about students without direct and informed parent/guardian consent.
17. EXCELLENCE IN LEADERSHIP ACADEMY will receive complaints or concerns regarding student use of electronic devices, including cybersecurity and online safety concerns, from district or school staff, other students, or parents (or persons standing in parental relation).

18. EXCELLENCE IN LEADERSHIP ACADEMY shall consult with district information technology staff, ESC 1, and legal counsel, as appropriate, to ensure a vendor that contracts with the school system to provide software applications complies with Texas Education Code Chapter 32, Subchapter D.
19. EXCELLENCE IN LEADERSHIP ACADEMY shall provide parents/guardians the resources and training necessary to understand cybersecurity risks related to their student's use of electronic devices before the student may use an electronic device at their school. Training opportunities for parents will be online videos and downloadable PDFs on the following topics: Acceptable Use Policies, Cybersecurity, and Online Safety. In-person training sessions will be offered once in the fall and once in the spring, and written information will also be disseminated via the district website technology page, posters on campus, educational flyers, letters to parents, Google Classroom, and Classroom Dojo. (The IT Coordinator is responsible for providing the training, and maintaining documentation such as Invites, Agendas, Signature Sheets, and Minutes).
20. EXCELLENCE IN LEADERSHIP ACADEMY shall minimize data collection conducted on students, including personally identifiable information through electronic devices and software applications.

Definitions:

"Electronic device" means a device that is capable of connecting to a cellular network or the internet, including a computer, smartphone, or tablet.

"Internet filter" means a software application that is capable of preventing an electronic device from accessing certain websites or displaying certain online material.

"Operator" is the operator of a website, online service, online application, or mobile application who has actual knowledge that the website, online service, online application, or mobile application is used primarily for a school purpose and was designed and marketed for a school purpose. (Texas Education Code, Section §32.151)

"Factory reset" also known as hard reset or master reset, is a software restore of an electronic device to its original system state by erasing all data, settings, and applications that were previously stored on the device. This is often done to fix an issue with a device, but it could also be done to restore the device to its original settings.