



WINDHAM SCHOOL  
DISTRICT

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**SUPERSEDES:** SD-10.14  
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# **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** INFORMATION RESOURCES ACCEPTABLE USE

**AUTHORITY:** WBP-03.02, "Windham School District Superintendent Responsibilities and Authority"

**APPLICABILITY:** Windham School District (WSD)

## **POLICY:**

Information resources shall be used to support WSD efforts to provide educational programming and services for eligible offenders.

## **DEFINITIONS:**

"Access" means to interact with or otherwise make use of information resources.

"Information Resources" are any and all computer printouts, online display devices, magnetic/optical or other storage media, and all computer-related activities involving any device capable of receiving email, browsing web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, thin-client devices, personal digital assistants (PDA), pagers, distributed processing systems, network attached and computer controlled equipment, telecommunication resources, network environments, telephones, fax machines, and printers. Additionally, they are the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

"Network" refers to all data transport networks used primarily to interconnect computers and networks of computers for the purpose of transporting data, allowing interoperation of computer applications on more than one computer system, and providing access to data.

**PROCEDURES:**

I. General Use and Ownership

- A. All users accessing the Texas Department of Criminal Justice (TDCJ) Wide Area Network shall adhere to the TDCJ policies governing use of the system including, but not limited to, Administrative Directive (AD)-15.07, AD-15.08, AD-15.15, and Executive Directive-15.11.
- B. Electronic files created, sent, received, or stored on information resources owned, leased, administered, or otherwise under the custody and control of WSD are the property of the WSD.
- C. Information resource files are not private and may be accessed by authorized Division of Information Technology staff at any time without knowledge of the information resources user or owner.
- D. WSD reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- E. All messages, files and documents located on WSD information resources are considered public information and may be accessed in accordance with the Public Information Act, Tex. Gov't Code § 552, *et seq.*

II. Unacceptable Use:

Unacceptable use involves the use of WSD information resources for purposes other than which they were intended. Unacceptable use may include, but not be limited to:

- A. Engaging in any activity that is illegal under local, state, or federal law while utilizing WSD owned resources.
- B. Making unauthorized copies of software without written permission of the copyright holder.
- C. Exporting software, technical information, encryption software, or technology in violation of international or regional export control laws. The director of the Division of Information Technology or designee shall be consulted prior to the export of any such material.
- D. Intentionally introducing malicious programs into the network (e.g., viruses, worms, Trojan horses, email bombs).
- E. Attempting to access any data or programs contained on WSD or other systems for which the user does not have authorization or explicit consent.
- F. Intentionally accessing, creating, storing, or transmitting material that may be

offensive, indecent, or obscene in nature.

- G. Using personally owned computer devices without the approval of the director of the Division of Information Technology or designee. These include but are not limited to computers, laptops, PDA, floppy disk, CD ROM, and USB devices.
- H. Purposely engaging in activity that may:
  - 1. Be illegal, in support of illegal activities, or be prohibited by WSD policies;
  - 2. Harass, threaten, or abuse others;
  - 3. Degrade the performance of information resources;
  - 4. Deprive authorized WSD user(s) access to any WSD information resources;
  - 5. Obtain extra resources beyond those allocated;
  - 6. Circumvent WSD computer security measures;
  - 7. Result in personal profit or gain;
  - 8. Cause misuse or damage to equipment or systems;
  - 9. Disclose dialup or dial back modem phone numbers to unauthorized personnel;
  - 10. Permit port or security scanning; or
  - 11. Allow the download, installation, or running of security programs or utilities that reveal or exploit weaknesses in the security of a system, unless this activity is a part of the employee's normal job duty.

\* Signature on file

Debbie Roberts, Superintendent  
Windham School District