

## **ELECTRONIC PUBLISHING PROCEDURE/HARDWARE AND SOFTWARE PROCEDURE**

### Electronic Publishing Procedure

- A. The administrator of each building/program is responsible for the content of the web pages or video content for his/her building or program. Administrators will train staff on acceptable use policy after which staff hold responsibility for maintaining the accuracy of any linked web content they create.
- B. Group photos and student projects may be published unless parents/guardians have specifically requested in writing not to publish projects or group photos involving their child.
- C. Copyright law applies to the Internet and to the educational cable channel. While the fair use provision of the copyright law allows small amounts of material to be used within the classroom, it may not apply for material posted on the Internet or the educational cable channel. Reproducing and publishing someone else's content or images on the Internet or the educational cable channel without written permission of the original owner is a violation of copyright law.
- D. All publicly accessible linked e-mail addresses should be within district or state domain.
- E. All school web sites shall have a link to the district's home page, a link to the school's mission statement, and a link to e-mail the Webmaster(s).

### Placement & Privileges

- A. Web-based services that contain district/school information on off-site servers require prior approval of the Information Technology Coordinator.
- B. Individually-identifiable student information shall only reside on district servers or state servers and only in areas protected by passwords and not viewable to the general public. If need arises for individually-identifiable student information to reside on off-site servers (e.g. if equivalent services are not provided by district or state servers), prior approval by the Superintendent is required.
- C. All web content residing on Rapid City Area School District Wide Area Network must be password protected and secured by a staff member.

- D. A student may directly publish information on a Web server within the RCASD Wide Area Network or to the educational cable channel, if it is moderated and resides on a pre-approved site. Site approval is determined by the Superintendent. A student may participate as a member of the web or video development team, but only staff may place electronic files on a Web server for publication on the Internet or on the educational cable channel.

## HARDWARE & SOFTWARE PROCEDURE

As more devices become dependent on the district network for communication, maintaining the integrity of the network becomes more vital. The following procedures are intended to help keep the integrity of the network viable.

### District-Owned Hardware

- A. Any district-owned hardware, including donated equipment, shall be installed by the technology department for connection to the network. Any connectivity equipment (e.g. hubs, switches, access points) or server services, including but not limited to file sharing, web, e-mail, or proxy services, must have prior approval of the technology department. Management and password/accounts of connectivity equipment or servers will be handled by the network department. Any hardware that provides potential connections to other computers outside the district (e.g. dial-up, wireless) must have prior approval of the Information Technology Director Coordinator.

### Personally-Owned Hardware

- A. Personally-owned hardware requires prior approval of the Information Technology Coordinator to connect to the network. Applicants will verify proof of current virus protection software, updated at least monthly, and proof of legal software licensing (see Personally-Owned Software Procedures). Personally-owned stand-alone hardware that is not connected to the network does not require prior approval, but Personally-Owned Software Procedures still apply. No district software shall reside on personally owned hardware. Extenuating circumstances require the approval of the Information Technology Coordinator.
- B. Personally-owned peripherals that are connected to and exchange files/software with devices on the district network require prior approval of the Information Technology Coordinator (e.g. digital cameras or PDA's). Personally-owned peripherals that are not connected to devices on the district network do not require prior approval. Personally-owned peripherals that require installation of internal cards on district hardware are not permitted.

- C. The district reserves the right to disconnect, remove, or deny the use of personally-owned hardware. The district will not provide support for personally-owned hardware. District policies concerning the use of technology apply to personally-owned hardware on the district network.

Personally-Owned Software

- A. Personally-owned software to be installed on district hardware requires prior approval of the Information Technology Coordinator. Any staff/students who use personally-owned software at school must have original disks/media or verification of proper licensing on the school site. Personally-owned software shall not reside on district servers or shared drives.
- B. The district reserves the right to remove or deny the use of personally-owned software. The district will not provide support for personally-owned software.

Adopted 01/13/03  
Revised 04/19/12  
Revised 05/23/16

Cross Reference:  
JFCCA-E - Internet Use Agreement

Legal Reference:  
PL 94-553, Copyright Law (17, United States Code)