

THE HOUSTON INDEPENDENT SCHOOL DISTRICT



AGENDA

**Board of Education
Meeting**

June 03, 2021

THE HOUSTON INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Index

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| A. Superintendent's Priority Items | G. Human Resources |
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MEMBERS OF THE BOARD OF EDUCATION

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Anne Sung

Grenita Lathan, Ph.D., *Interim Superintendent of Schools*

BOARD OF EDUCATION AGENDA

June 03, 2021

5:00 p.m.

- **CALL TO ORDER WHEN A QUORUM IS PRESENT**

CLOSED SESSION (IF NECESSARY)

- **ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION PURSUANT TO SECTIONS 551.004, 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.083, 551.084, AND 551.089, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE FOR THE PURPOSES LISTED UNDER SECTION C**

RECONVENE IN OPEN SESSION

- **CONSIDERATION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED OR EXECUTIVE SESSION**
- **CONSIDERATION AND APPROVAL OF MINUTES FROM MAY 11, 12, 13, 19, 20, 21, AND 27, 2021**
- **SPEAKERS TO AGENDA ITEMS**

BUSINESS AGENDA FOR AGENDA REVIEW MEETING

A. SUPERINTENDENT'S PRIORITY ITEMS

- A-1. Approval Of Personal Services Performed By The Superintendent, Including Speaking Engagements, Panel Discussions, Workshops, Etc., In Accordance With Texas Education Code Section 11.201(E)

B. TRUSTEE ITEMS

C. CLOSED SESSION

C-1. Personnel

- a. Discuss contract and employment of superintendent, and consulting agreement prior to approval of contract.
- b. Deliberate the duties of the interim superintendent of schools, chief officers, assistant superintendents, principals, employees, chief audit executive, and board members; evaluations of the interim superintendent and chief audit executive, consideration of compensation, and contractual provisions.
- c. Consider and approve proposed appointments, reassignments, proposed terminations, terminations/suspensions, contract lengths, proposed nonrenewals, renewals, and resignations/retirements of personnel including teachers, assistant principals, principals, chief officers, assistant superintendents, and other administrators, and, if necessary, approve waiver and release and compromise agreements.

- d. Hear complaints against and deliberate the appointment, evaluation and duties of public officers or employees and resolution of same.

C-2. Legal Matters

- a. Matters on which the district's attorney's duty to the district under the Code of Professional Responsibility clearly conflicts with the Texas Open Meetings Law, including specifically any matter listed on this agenda and meeting notice.
- b. Pending or contemplated litigation matters and status report.
- c. Update on federal law enforcement activity on February 27, 2020.
- d. Legal discussion and advice concerning House Bill 1842 (84th Leg., 2015), Senate Bill 1882 (85th Leg., 2017), and the district's options.
- e. Legal discussion concerning *Houston ISD v. Texas Education Agency, et al.*, in the 459th Judicial District Court, Travis County, Texas, Cause No. D-1-GN-19-003695.
- f. Legal Update on Special Education Accreditation Investigation.

C-3. Real Estate

D. ACADEMIC SERVICES

E. SCHOOL OFFICES

F. STRATEGY AND INNOVATION

G. HUMAN RESOURCES

H. BUSINESS OPERATIONS

I. FINANCE

J. OTHER

K. POLICY

- K-1. Approval Of Proposed Revisions To Board Policy BJA(LOCAL), *Superintendent: Qualifications And Duties*—First Reading
 - BJA(LOCAL), First Reading - *Revised*
- K-2. Approval Of Proposed Establishment Of Board Policy CB(LOCAL), *State And Federal Revenue Sources*—First Reading
 - CB(LOCAL), First Reading

K-3. Approval Of Proposed Revisions To Board Policy CQ(LOCAL), *Technology Resources*, And Proposed Establishment Of Board Policies CQB(LOCAL), *Technology Resources: Cybersecurity*, And CQC(LOCAL), *Technology Resources: Equipment*—First Reading

- CQ(LOCAL), First Reading
- CQB(LOCAL), First Reading
- CQC(LOCAL), First Reading

L. SUPERINTENDENT'S INFORMATION ITEMS

AGENDA REVIEW FOR REGULAR BOARD MEETING

Review of superintendent's agenda items to be presented to the Board of Education at the board's next business meeting. See the agenda for that meeting.

ADJOURN

Office of the Superintendent of Schools
Board of Education Meeting of June 3, 2021

Office of the Chief of Staff
Silvia Trinh, Chief of Staff

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
BJA(LOCAL), SUPERINTENDENT: QUALIFICATIONS AND DUTIES—
FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy BJA(LOCAL), *Superintendent: Qualifications And Duties*, to improve accessibility for individuals with disabilities.

The proposed update to Board Policy BJA(LOCAL), *Superintendent: Qualifications And Duties*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five Core Initiatives.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to BJA(LOCAL), *Superintendent: Qualifications And Duties*, on first reading, effective June 4, 2021.

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

Qualifications

The Superintendent shall meet qualifications as determined by the Board.

Duties

In addition to responsibilities specifically provided by law or in the Superintendent's contract, the Superintendent shall provide educational leadership, demonstrate District management, and maintain positive Board and community relations.

Educational Leadership

4. To Provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals. Toward that end, the Superintendent shall:

Instructional Management

a.1. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.

b.2. Oversee annual planning for instructional improvement and monitor for effectiveness.

c.3. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.

d.4. Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.

e.5. Oversee a system for regular evaluation of instructional programs, including identifying areas for improvement, to attain desired student achievement.

Student Services Management

f.6. Oversee student services, including health and safety services, counseling services, and extracurricular programs, and monitor for effectiveness.

g.7. Oversee a discipline management program and monitor for equity and effectiveness.

h.8. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

Staff Development and Professional Growth

i.9. Oversee a program of staff development and monitor staff development for effectiveness in improving District performance.

j.10. Stay abreast of developments in educational leadership and administration.

District Management

2. To Ddemonstrate effective planning and management of District administration, finances, operations, and personnel. To accomplish this, the Superintendent shall:

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

~~Facilities and
Operations
Management~~

- a.1. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including facilities maintenance and operations, transportation, and food services.
- b.2. Monitor effectiveness of District operations against appropriate benchmarks.
- c.3. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.
- d.4. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law and that goals and results are communicated to staff, students, and the public as appropriate.

~~Fiscal Management~~

- e.5. Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to District finances.
- f.6. Oversee budget implementation to ensure appropriate expenditure of budgeted funds, to provide for clear and timely budget reports, and to monitor for effectiveness of the process.
- g.7. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
- h.8. Maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

~~Human Resources
Management~~

- i.9. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
- j.10. Organize District staff in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
- k.11. Oversee a performance appraisal process for all staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
- l.12. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
- m.13. Encourage, oversee, and participate in staff recognition and support activities.

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

**Board and
Community
Relations**

Board

~~n.14.~~ Oversee a program for staff retention and monitor for effectiveness.

~~3.~~ To Maintain positive and professional working relationships with the Board and the community, the Superintendent. ~~The responsibilities in this regard shall encompass the following:~~

~~a.1.~~ Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.

~~b.2.~~ Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.

~~e.3.~~ Provide recommendations and appropriate supporting materials to the Board on matters for Board decision.

~~e.4.~~ Articulate and support Board policy and decisions to staff and community.

Community

~~e.5.~~ Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.

~~f.6.~~ Establish mechanisms for community and business involvement in the schools and encourage participation.

~~g.7.~~ Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

**Delegation of
Responsibility**

~~To the extent permitted by law, the Superintendent may delegate responsibility to other employees of the District but shall remain accountable to the Board for the performance of all responsibilities, delegated or otherwise.~~

Legal Services

Legal services shall be provided under the direction of the Superintendent by the Office of Legal Services. This office shall serve as in-house legal counsel to the District and shall include among its duties the coordination of outside counsel appointed by the Board to represent the District.

Subpoenas,
Petitions, and
Complaints (Suits)

All subpoenas and petitions or complaints against the District shall be served to the District's General Counsel or Assistant Deputy General Counsel. No other person shall accept service on behalf of the District.

**Delegation of
Responsibility**

To the extent permitted by law, the Superintendent may delegate responsibility to other employees of the District but shall remain ac-

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

countable to the Board for the performance of all responsibilities,
delegated or otherwise.

Office of the Superintendent of Schools
Board of Education Meeting of June 3, 2021

Office of Finance
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF PROPOSED ESTABLISHMENT OF BOARD POLICY
CB(LOCAL), STATE AND FEDERAL REVENUE SOURCES—FIRST
READING**

The Houston Independent School District (HISD) Board of Education is asked to establish a new policy, CB(LOCAL), *State And Federal Revenue Sources*. This policy was recommended by the Texas Association of School Boards as a result of revised federal regulations governing all federal grants and awards, known as the new Education Department General Administrative Regulations (EDGAR).

The policy clarifies the superintendent's authority regarding state and federal grants and awards and connects the district's policy manual to relevant administrative procedures required by EDGAR.

The policy also includes information related to giving public notice and accepting public input regarding Elementary and Secondary School Emergency Relief III (ESSER III) funds. There is a grant application deadline of July 27, 2021, for which this provision is required.

COST/FUNDING SOURCE(S): None. This policy will enable HISD to apply for ESSER III funds.

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES ESTABLISH BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed establishment of Board Policy CB(LOCAL), *State And Federal Revenue Sources*, on first reading, effective June 4, 2021.

STATE AND FEDERAL REVENUE SOURCES

CB
(LOCAL)

Grants and Awards

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award plans and amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

Federal Awards

Public Notice and Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

STATE AND FEDERAL REVENUE SOURCES

CB
(LOCAL)

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

Office of the Superintendent of Schools
Board of Education Meeting of June 3, 2021

Office of Information Technology
Scott Gilhousen, Chief Information Technology Officer

SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY CQ(LOCAL), TECHNOLOGY RESOURCES, AND PROPOSED ESTABLISHMENT OF BOARD POLICIES CQB(LOCAL), TECHNOLOGY RESOURCES: CYBERSECURITY, AND CQC(LOCAL), TECHNOLOGY RESOURCES: EQUIPMENT—FIRST READING

The Houston Independent School District (HISD) Board of Education is asked to approve proposed revisions to Board Policy CQ(LOCAL), *Technology Resources*, and to establish two new policies, CQB(LOCAL), *Technology Resources: Cybersecurity*, and CQC(LOCAL), *Technology Resources: Equipment*. These changes were recommended by the Texas Association of School Boards (TASB):

- to outline HISD policy on the acceptance of electronic signatures in compliance with rules adopted by the state Department of Information Resources;
- to reflect TASB's establishment of discrete codes for technology provisions;
- to move information about security breach notifications to the new code CQB(LOCAL), where the corresponding legal authority is now located; and
- to move information about donated technology equipment to the new code CQC(LOCAL), where the corresponding legal authority is now located.

Additional changes to CQ(LOCAL) include removal of information that referred to the 2010 board's *Declaration of Beliefs and Visions* as well as minor updates for current documentation style.

CQB(LOCAL) also addresses state Senate Bill 820, which requires a cybersecurity policy, and state House Bill 3834, which requires cybersecurity training of employees and board members.

Copies of all three policies are attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES ESTABLISH AND MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to Board Policy CQ(LOCAL), *Technology Resources*, and the proposed establishment of Board Policies CQB(LOCAL), *Technology Resources: Cybersecurity*, And CQC(LOCAL), *Technology Resources: Equipment*, on first reading, effective June 4, 2021.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

For purposes of this policy, "technology" and "technology resources" mean electronic communication systems and electronic equipment.

Board's Five Basic Beliefs

Regarding the use of technology resources, the District shall be guided by the Board's Declaration of Beliefs and Visions for Technology Goals, as listed below:

1. The District's core business is education:

GOAL— to ensure that all activities, expenditures, actions, and efforts are designed and undertaken to enhance student performance.

2. Technology is a process that will have an impact on student achievement:

GOAL— to ensure continual improvement of quality while ensuring effective use of the District's resources.

3. Only technology models with proven success shall be used in the District:

GOAL— to maximize the likelihood of project success and minimize both the occasion for errors and the time required for implementation.

4. Districtwide technology shall be viewed as infrastructure:

GOAL— to ensure the availability of information to those who need it when they need it.

5. Both the District and the schools have technology responsibilities:

GOAL— to provide direction and focus for technology activity.

General Information

In *A Declaration of Beliefs and Visions by the 2010 Board of Education*, the District acknowledges that the world is changing rapidly, and students must be prepared to live and work productively in a new economy with new technology, new competition, and new expectations. A deeply held belief of the District is that schools must be empowered to develop and implement the methods that best achieve their unique and individual instructional goals. The District is fully committed to a decentralized system of schools, giving

TECHNOLOGY RESOURCES

CQ
(LOCAL)

~~principals the authority over the educational and operational systems. In such a system, the Board remains accountable to the public for high-quality educational services for all children. This policy provides guidance and support by establishing a clear, consistent security framework with high standards and expectations for all who use District resources. While the District holds innovation and instructional results with high regard, the District will also hold all who use District resources accountable for their actions.~~

Applicability

This policy shall govern all students, employees (part-time or full-time), contractors, consultants, temporary employees, vendors, and other individuals affiliated with third parties who access any District-owned information, property, or device.

In addition, this policy shall govern all information systems for which the District has administrative responsibility including all information created, processed, or used in support of the District's business, without respect to form or format.

Definition

User

The term "user" shall refer to all categories of individuals who access any District-owned information, property, or device including, but not limited to, a student, an employee (part-time and full-time), a contractor, a consultant, a temporary employee, a vendor, and any individual affiliated with a third party.

Security Framework

District information technology (IT) resources, such as, but not limited to computers, networks, network connectivity, information, storage, ~~e-mail~~email accounts, and the like shall only be provided for approved academic and business purposes by the office of the Chief Technology Information Officer (CTIO), IT, and Information Security. The District shall implement the necessary controls over access to data via a combination of adequate physical, system, remote access and application-based security mechanisms.

In an effort to protect the sensitive information under District care, authorized access to District IT resources shall be limited to the access permissions required for an individual to perform assigned duties or academic activities. Access permissions beyond those needed for those duties or activities shall not be granted.

Passwords shall never be shared with anyone, including District IT security administrators.

Users of District IT resources do not have an expectation of privacy. The District shall reserve the right to monitor and/or record any and all use of District IT resources to ensure compliance with prevailing laws, policies, and regulations to identify misuse as well as for general resource management purposes. [See Children's Internet Protection Act (CIPA), Family Education Rights and Privacy

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Act (FERPA)] Use of District IT resources constitutes acceptance of this policy.

As an additional protection measure, District information, including personally identifiable information, shall not be released except through approved processes and in accordance with governing laws. [See references above]

Violations for misuse of District IT resources may result in the imposition of administrative, civil, or criminal penalties.

Technology Resources

The Department of Information and Technology Systems, in coordination with various user departments, shall be responsible for analysis, development, maintenance, and operation of technology resources for both instructional and administrative purposes. These resources shall provide and facilitate instruction to students, as well as gather, process, and report information relating to all administrative functions within the District.

The District shall maintain and support the goals outlined in the Long-Range Plan for Technology. Any purchase of technology shall support the goals of the District as outlined in the Long-Range Plan for Technology.

Availability of Access

Access to the District's wide-area networks (WANs), local area networks (LANs), and technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with guidelines set forth in the *Technology and Information Systems Policies and Procedures Manual*.

Limited Personal Use

Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Use by Members of the Public

Access to the District's technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's technology resources.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Acceptable Use

The Superintendent ~~or designee~~ shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

The District's Acceptable Use Policy is available at CQ(EXHIBIT)-B. [See policy FNCE for student-owned devices]

Internet Safety

The Superintendent ~~or designee~~ shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking ~~Web sites~~websites and in chat rooms.

Filtering

Access to the ~~internet~~ via the District's network systems shall be filtered to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal CIPA and as determined by the Superintendent ~~or designee~~.

The Superintendent ~~or designee~~ shall enforce the use of such filtering controls. Upon approval from the Superintendent ~~or designee~~, an administrator, supervisor, or other authorized person may disable the filtering controls for bona fide research or other lawful purpose for adults.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Monitored Use

Electronic mail transmissions, social media, and other use of the District's technology resources by students, employees, and members of the public shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy or usability of any information found on the Internet.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's records management program. [See CPC(LOCAL)]

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

Security Breach Notification

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

TECHNOLOGY RESOURCES

CQ
(LOCAL)

~~The District shall give notice by using one or more of the following methods:~~

- ~~1. Written notice;~~
- ~~2. Electronic mail, if the District has electronic mail addresses for the affected persons; or~~
- ~~3. Notices in accordance with Section 521.053(f) of the Business and Commerce Code for situations where the cost to provide notice is expected to be greater than \$250,000 or is affecting 500,000 or more individuals.~~

Procurement of Software

The District has an ongoing need for the implementation of major applications to meet business and student data management and reporting requirements. The District shall pursue the acquisition of commercially packaged software to meet these business needs in lieu of developing systems in-house unless the following criteria cannot be met. For a software package to be considered, it should meet 80 percent of the user requirements and be able to be implemented within project cost and time constraints. In addition, any packaged software acquired should not be customized by the District.

Allocations

Technology resources shall be allocated to meet the requirements of state mandates in accordance with the needs of schools as defined in the school improvement plans and as reflected in the goals of the Long-Range Plan for Technology. All acquisitions of technology resources, both hardware and software, must be reviewed and coordinated by the Department of Information and Technology Systems in accordance with the *Technology and Information Systems Policies and Procedures Manual* and shall meet the requirements described in the *Finance Procedures Manual*.

Donations

~~Technology donations must be coordinated through the Department of Information and Technology Systems. Donations must meet the minimum approved standards as described in the Technology and Information Systems Policies and Procedures Manual. Any donations from technology service providers must also be routed for review and approval by the Ethics and Compliance Office and the Board in accordance with CDC(LOCAL).~~

~~Although donated equipment may be configured to run on the District's wide area network, the Department of Information and Technology Systems will not guarantee that all District approved applications will run on the donated equipment.~~

Effective Date

This policy shall be effective as of the adoption date, ~~October 16, 2015.~~

TECHNOLOGY RESOURCES
CYBERSECURITY

CQB
(LOCAL)

Plan

The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

Coordinator

The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.

Training

The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be annually completed by each employee and Board member; and
2. Verify and report compliance with staff training requirements in accordance with guidance from the Department of Information Resources.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Security Breach
Notifications**

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.

TECHNOLOGY RESOURCES
EQUIPMENT

CQC
(LOCAL)

Donations

Technology donations must be coordinated through the Department of Information and Technology Systems. Donations must meet the minimum approved standards as described in the Technology and Information Systems Policies and Procedures Manual. Any donations from technology service providers must also be routed for review and approval by the Ethics and Compliance Office and the Board in accordance with CDC(LOCAL).

Although donated equipment may be configured to run on the District's wide-area network, the Department of Information and Technology Systems will not guarantee that all District-approved applications will run on the donated equipment.