

Policy and Procedure Development and Revision

Plano ISD is committed to a systematic implementation of technology improvements. The following section describes those critical procedures necessary for technology support.

Acceptable Use Guidelines

The Acceptable Use Policy for Technology Resources (Policy CQ) was adopted by the Board in June, 1996, revised in 1999, and again in 2001. This document outlines the district policy for acceptable use of all technology resources, including:

- voice - includes telephones and voice mail
- video - includes television monitors
- data - includes computers, servers, stored data
- network - includes wide area and local area network, including connections to other networks via Region 10 and internal district email
- Internet use - includes email, client applications (browsers) and student project email accounts.

A copy of the policy is provided as Appendix A.

Focus Group Summary

Summaries of the focus group discussions as well as survey questions are provided in Appendix B.

Data Disaster Recovery Plan

The data disaster recovery plan presents the district plan regarding antivirus software to prevent viruses from infecting district computers, storage of critical data, districtwide backup procedures and recovery for servers and individual workstations. A copy of the plan is provided as Appendix C.

Plano ISD Software Standards

The standards are provided as Appendix D.

Problem Reporting

This document provides instructions for reporting problems to our Help Desk for all technology resources.

A copy of the document is provided as Appendix E.

Technology Acquisition and Approval Procedures

The procedures are provided as Appendix F.

Elementary Technology Competencies

Keyboarding and technology competencies are listed by grade level in Appendix H.

School Web Page Guidelines

Are now included as an exhibit as part of Policy CQ as found in Appendix A.

