

# La Vega ISD Employee Acceptable Use Policy

## LAVEGA INDEPENDENT SCHOOL DISTRICT EMPLOYEE ELECTRONIC INFORMATION RESOURCE AGREEMENT

Please read this document carefully. When an employee signs this document, it becomes an agreement between the employee and the District. The employee's signature indicates agreement to abide by the conditions and guidelines established herein.

### Terms and Conditions of this Agreement

These policies shall apply to:

1. Users of electronic information resources, which are utilized with any device located in the LVISD.
2. Users who obtain their access privileges through association with LVISD.
3. Electronic information resources.

### Personal Responsibility

I will exhibit responsible behavior for digital citizenship. I will practice responsible behaviors and practices related to human, cultural, and societal issues. I will advocate and practice safe, legal, and responsible use of information and technology. I will exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity. I will demonstrate personal responsibility for lifelong learning.

### Acceptable Use Guidelines

The use of electronic information resources must be in support of education, research and the educational goals and objectives of LVISD.

### INSTRUCTION

1. I agree to advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documents of sources.
2. I will address the diverse needs of all learners by using learner-centered strategies providing equitable access to appropriate digital tools and resources.
3. I will promote and model digital etiquette and responsible social interactions related to the use of technology and information.
4. I will develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital-age communication and collaboration tools.
5. I will supervise student use of technological devices and internet resources at all times.

### USE:

6. I understand I am responsible for the proper use of the account and device, including password protection I will not allow others to use my personal account or device.
7. I will take all reasonable precautions, including password maintenance, file and directory protection measures, to prevent the use of my account by unauthorized persons.
8. I understand that I am responsible for any expense incurred from unauthorized purchases. Failure to pay for expenses may result in denial of my privileges
9. I will conduct myself in a professional manner modeling digital etiquette.
10. I will abide by the legal rights and restrictions governing technology use such as file sharing, copyright, and intellectual property rights.

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*This Technology AUP was developed by the Technology Planning Committee and approved by the La Vega ISD Board of Trustees.*

11. I will protect the identity of my students and will not stream live video, of any kind, without permission from the La Vega ISD Technology Dept.
12. I will not reveal home addresses or personal phone numbers of others.
13. I understand that electronic mail is not private. La Vega ISD email is not for personal business.
14. I will not use the electronic information resources in any way that would disrupt use by others.
15. I will not use the electronic information resources for any commercial purposes.
16. I will not attempt to harm, modify or destroy hardware or software, or interfere with system security.
17. I agree to accept financial responsibility for any intentional harm to the system.
18. I will not bring or use personal desktop computers or printers in the LVISD district.
19. Technology will not be responsible for setting up email on any personal cell phones, iPads, or electronic equipment. Personal Devices will not be added to La Vega ISD network (Internet Access Only). I understand that the school district is not responsible for any device I may bring to school and I am solely responsible for my personal devices including equipment that is lost, stolen, or damaged. I also understand that district Technology personnel are not allowed to work on personal electronic devices.

**Rights of the System Administrator**

1. LVISD reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
2. The System Administrator may close an account at any time.
3. LVISD is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
4. LVISD makes no warranties of any kind, whether expressed or implied regarding use of the electronic information resources. Service is provided on an "as is, as available" basis. The District is not responsible for the accuracy of information received.
5. LVISD reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

**Consequences**

The use of the electronic information resources is a privilege, not a right; and may be revoked in accordance with Policy CQ (Local) and Policy CQ (Regulation). Infractions of the provisions set forth in this *Electronic Information Resource Agreement* or the policies and regulations established pursuant to the Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Additionally, activities in violation of state and federal statutes will be subject to prosecution by those authorities.

The user of electronic information resources agrees to accept full responsibility for his or her use and will hold the District harmless for any damages resulting from use of the resources, whether that injury or damage is to the user or to another person.

I understand that this access is designed for educational purposes. I have read, understand, and agree to abide by all of the provisions of the *Electronic Information Resource Agreement*.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Campus: \_\_\_\_\_