

TECHNOLOGY RESOURCES

CQ
(EXHIBIT) D

Exhibit D - BOARD MEMBER AGREEMENT FOR ACCEPTABLE USE OF THE
DISTRICT'S TECHNOLOGY RESOURCES

Note: The District's terms for acceptable use of the District's technology resources are available on the District's website.

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and the agreement form [See policies BBI and CQ]

Please contact the Superintendent if you have questions or need help understanding this material.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other legal action, in accordance with applicable laws.

You are being given access to the following technology resources:

- A District e-mail account;
- A District e-mail account, including access to cloud-based (online) document storage;
- District computer hardware, software, and printers;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

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If you are being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Responsible Use

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing the password or other account information with others.
- District-owned devices and personal devices that allow access to District email or potentially sensitive student or employee records must be password-protected.
- District technology resources are to be used primarily for official duties, but some limited personal use is permitted.
- You must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), campaign laws, and any other applicable laws.
- You must maintain confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- You must remember that people who receive e-mail with a District address from you might think your message represents the District's point of view.
- Before use on a District device, digital subscriptions, online applications, or any other program requiring the user to accept terms of service or a user agreement must be approved by the Superintendent.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Use

The following are examples of inappropriate use of technology resources:

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- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowing-ly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device; requests to disable a filtering device should be made to the Superintendent;
- Encrypting communications to avoid security review;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment or "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Wasting school resources through improper use of the District's technology resources, including sending spam; and

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- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other legal action in accordance with applicable laws.

Reporting Violations

- You must immediately report to the Superintendent any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines.
- You must report to the Superintendent any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Return of Technology Resources and Records

- Upon leaving the Board, you must return any District-owned equipment or resources in your possession.
- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policies [see policies BBI and CQ], associated administrative regulations, and this user agreement and agree to abide by their provisions.

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In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I understand that this user agreement must be renewed each school year.

Board member's name (*print*): _____

Board member's signature: _____

Address: _____

Phone number: _____

Date: _____