

**Lindale Independent School District  
Staff Acceptable Use Policy/Agreement**

To provide staff the tools to educate in an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to staff. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to educational purposes only. Staff are asked to sign a user agreement regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

**A. Educational Purpose**

1. The LISD Wide Area Network has been established for educational purposes. The term "educational purposes" includes classroom activities, career development.
2. The LISD Wide Area Network has not been established as a public access service or a public forum. Lindale Independent School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the LISD Staff handbook, this LISD Acceptable Use Policy, the district Wide Area Network Board Policy, and applicable Texas state and Federal laws.
3. You may not use the LISD Wide Area Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the LISD Wide Area Network.
4. You may not use the LISD Wide Area Network for political lobbying. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.

**B. Staff Internet Access, Email**

1. All approved staff will have access to the Internet through their classroom, library, computer lab, or over the district wireless network using approved/district owned mobile devices. All approved staff will be issued a user account providing access to the internet upon receipt of the signed Acceptable Use Policy.
2. Approved staff, are provided Google email accounts to facilitate the use of Google Apps for Education applications and increase collaboration between staff, student, and peers.
3. For additional information regarding Google Workspace for Education accounts visit our website at <http://www.lindaleeagles.org/technology>

**C. Unacceptable Uses**

The following are examples of unacceptable uses of the LISD Wide Area Network. Understand that these do not depict the only unacceptable uses of the LISD Wide Area Network, but serve only as examples of possible unacceptable uses.

**1. Illegal Activities**

- a. You will not attempt to gain unauthorized access to LISD Wide Area Network or to any other computer system through LISD Wide Area Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use LISD Wide Area Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

**2. System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
  - b. Immediately notify campus administration or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
  - c. User accounts on district computer systems are to be used only for educational/business of the district and not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft and can be punishable by law. Therefore, unauthorized use of the district computing system and facilities may constitute grounds for either civil or criminal prosecution.
  - d. Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords. Furthermore, they are prohibited from making unauthorized copies of confidential information or copying personal/sensitive data on personal media or Google Drive and/or distributing it to unauthorized persons outside of the district.
  - e. Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to district systems for which they do not have authorization.
  - f. Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from the Director of Technology/CTO.
  - g. Users shall not download unauthorized software from the Internet onto their PCs or workstations.
  - h. Users are required to report any weaknesses in the district computer security, any incidents of misuse or violation of this policy to their Administrator or direct supervising staff member.
3. Inappropriate Language & Cyber Bullying
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. You will not post information that could cause damage or a danger of disruption.
  - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. You will not knowingly or recklessly post false or defamatory information about a person or organization.
4. Respect for Privacy
- a. You will not re-post a message that was sent to you privately without permission of the person who sent you message.
  - b. You will not post private information about another person.
5. Respecting Resource Limits
- a. You will use the system only for educational and career development activities.
  - b. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
6. Inappropriate Access to Material
- LISD has implemented a "content filtered" Internet Access system utilizing Content Keeper. This system is constantly updated to reject objectionable material such as pornography, hate groups, objectionable language, etc. Unfortunately, there is no perfect system that will guarantee 100%

protection from inappropriate material. Furthermore, it is impossible to reflect each family's attitudes on what is "inappropriate material". It is very important for each family to read and understand the following:

- a. You will not use LISD Wide Area Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research.

7. Due Process

- a. LISD will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through LISD Wide Area Network.
- b. In the event there is a claim that you have violated the Acceptable Use Policy in your use of the LISD Wide Area Network, you will be provided written notice of the suspected violation and an opportunity to present an explanation before an administrator. That administrator will assess the level (how flagrant) of the rule violation, and take appropriate steps to enforce the rule, regulation, or law that has been broken.

8. Limitation of Liability

LISD makes no guarantee that the functions or the services provided by or through the LISD Wide Area Network will be error-free or without defect. LISD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. LISD is not responsible for the accuracy or quality of the information obtained through or stored on the system. LISD will not be responsible for financial obligations arising through the unauthorized use of the system.

## **Lindale Independent School District Acceptable Use Agreement**

**I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.**

**I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Lindale ISD has taken precautions to guard against access to controversial material. However, I also recognize it is impossible for Lindale ISD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.**

**I have read and understand the Acceptable Use Policy as it pertains to the use of an Internet e-mail account. I understand the possible exposure that an e-mail account can create. Further, I understand that this e-mail account will be in effect for one school year and re-applied for in subsequent years.**

**Name:** \_\_\_\_\_

**Campus/Department:** \_\_\_\_\_

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

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_