

# Lake Dallas Independent School District

## Local Area Network, E-Mail, and Internet Acceptable Use Policy

Employee Agreement 2009/2010

**Please read and complete to receive network, e-mail, and internet access.**

### Introduction

The Lake Dallas Independent School District (LDISD) provides its users with Local Area Network (LAN), electronic mail (e-mail), and Internet access necessary for the performance and fulfillment of curriculum requirements and individual job responsibilities.

It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help understanding the contents. Your network access is provided so that you may support educational curriculum needs and fulfill personal job responsibilities in accordance with LDISD education needs. It is not intended for non-LDISD use.

Inappropriate use of LDISD network resources can result in the loss of the privilege of using these educational and administrative tools.

Any connection to the Internet offers an opportunity for non-authorized users to view or access LDISD information. Therefore, it is important that all network connections be secure, controlled, and monitored.

Consequently, you should have no expectation of privacy while using LDISD-owned or LDISD-leased equipment. Information passing through or stored on LDISD equipment can and will be monitored. You should understand that LDISD maintains the right to monitor and review Internet, e-mail, and LAN use as necessary.

### Rules For Appropriate Use

The LAN, e-mail, and Internet connections of LDISD exist primarily to support district and education-related activities (e.g., classroom instruction, district staff duties, etc.).

In general, the support of LDISD network resources requires a consistent operating environment. A major component of this environment is the software configuration on each computer on the LDISD network. It is vitally important that the configuration on each computer be as consistent and static as possible. Any uncoordinated and/or unauthorized changes (e.g., by downloading software from the Internet) to one or more computer configurations can result in significantly degraded network performance.

It is understood that new software requirements come up frequently in a school environment. The district will strive to meet all educational and/or administrative technology needs, provided they are coordinated with appropriate LDISD personnel.

Therefore, it is vitally important that you do not alter the configuration of your machine in any way, unless it has been coordinated and approved by the Technology Dept.

### Permitted Use

Occasional and reasonable personal use is permitted, provided it does not interfere with the performance of the LDISD network, or performance of personal duties and responsibilities. Some examples of acceptable personal use might include:

- Corresponding with non-district entities via email, such as family members, athletic organizations, or local vendors
- Personal shopping or banking via the internet
- Non-school related information searches via the internet

You are responsible for the proper use of your personal network account. You must ensure that you do not share your id and password with anyone else, regardless of circumstances. You can be held responsible for the misuse of your id by other individuals.

### Prohibited Uses

In general, improper uses of the LDISD LAN, e-mail, and Internet systems fall into three categories:

- Copyright infringements or software licensing violations
- Illegal activities
- Degradation or abuse of network resources

Examples of improper use which fall into the above categories include, but are not limited to:

- Any illegal purpose.
- Any attempt to access, modify or manipulate LDISD network systems with the intention of degrading or prohibiting system access, compromising user or system passwords, or modifying or destroying data.
- Accessing or distributing materials which are offensive, abusive, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Any activity or use which promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Commercial messages.

- Using someone else's network account (with or without permission).
- Abuse of LDISD network resources. Examples include, but are not limited to:
  - Physical defacement, damage or destruction of network resources
  - Excessive printing, particularly for personal needs
  - Misrepresenting yourself and the LDISD to others
  - Any activity which interferes with the ability of others to make effective use of the LDISD network resources (e.g., playing internet games)
- Creation and/or distribution of software viruses.
- Gaining unauthorized access to restricted information or resources.
- Any activity which results in unnecessary network traffic that may interfere with the ability of others to make effective use of the LDISD network resources.
- Gambling.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from LDISD e-mail services or company machines.
- Downloading of unauthorized and/or unlicensed software or files. Improper/unauthorized downloads include, but are not limited to:
  - Pornographic material.
  - Utilities, tools and applications used to seek out system vulnerabilities and crack passwords.
  - Media players.
  - MP3 files.
  - Music sharing clients, such as Napster, KaZaa, Morpheus, Gnutella, Blubster, or any other like program
  - Web browser enhancements (Bonzai Buddy, Gator, etc.)
  - Games of any kind.
  - Instant messaging clients (AOL, MSN Messenger, Bonzai Buddy, etc.)
  - Copyrighted material without permission from the copyright holder.
  - Illegal/unlicensed software of any kind.

**Purchasing of Hardware/Software**

Hardware and software purchases must be made through the Technology Department. Donations must also be coordinated through Technology. Any donated equipment/ software must meet LDISD Technology standards.

**Other Responsibilities**

In addition to abiding by the requirements set forth above, you are responsible for:

- Honoring acceptable use policies of networks accessed through LDISD's LAN, e-mail, and Internet services;
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations;
- Following copyright laws regarding protected commercial software or intellectual property.

**Consequences For Inappropriate Use**

Violations of these policies will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above policies, management can take disciplinary measures. These can include:

- Suspension of personal network account;
- Revocation of the computer system account; or
- Other disciplinary or legal action, including termination, in accordance with LDISD policies and applicable laws.

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**I hereby agree to the Acceptable Use Policy and agree to abide by this agreement.**

**Name:** \_\_\_\_\_ (Last) \_\_\_\_\_ (First)

**Campus of Assignment:** \_\_\_\_\_

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

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