

McDade Independent School District
Electronic Communications & Data Management Systems
Guest User Acceptable Use Policy (AUP) 2010-2011

The following policy for acceptable use shall apply to all McDade ISD and/or Elgin Special Education Department guests who will be using the Electronic Communications & Data Management System.

Electronic Communications & Data Management System:

The McDade ISD Electronic Communications & Data Management System includes:

- Any and all computers owned by McDade ISD, networked or stand-alone
- Any and all computers owned by Elgin Special Education Department that are using the McDade ISD network
- Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, scanners, and digital cameras
- Any and all servers attached to the McDade ISD backbone
- Any and all computer program software and/or subscriptions licensed to McDade ISD
- Any and all software installed (with Technology Department authorization) on any network computer

Network & Internet Services:

- Although Internet access is filtered, it is possible that users may run across areas of adult content and/or material that might be found objectionable. McDade ISD will make every effort to filter content from the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.
- McDade ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. McDade ISD will not be responsible for damages incurred while on this system.
- McDade ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users.
- McDade ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

User Accounts:

- The McDade ISD network and Internet services are not private. Data and/or users may be monitored by the McDade ISD Technology Department and/or McDade ISD administrators at any time to ensure proper use.
- Guests will receive a temporary user account that will allow access to the Electronic Communications & Data Management System.
- The user is responsible at all times for the proper use of the assigned guest account.
- Do not leave your computer unattended. If you must leave your computer for a moment, either log off or lock the computer. Always log off when you are done.

Network Use and Content:

- Use of the McDade ISD network must be in support of education and research and be consistent with the educational objectives of McDade ISD.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.
- Forgery or attempted forgery of E-mail messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the E-mail and/or data of other network users.
- Users are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

- Users are prohibited from creating or intentionally obtaining files, data and/or E-mail that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Users are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the site administrator.

Computer Systems:

- Users are prohibited from downloading and/or installing files or software unless permission is granted by the McDade ISD Technology Department. All users must respect the legal protection provided by copyright license to programs, books, articles and data. Installation of unlicensed software will not be permitted under any circumstance.
- Users are not allowed to use any external data storage system (floppy disks, CD's, Flash drives, etc.) on the McDade ISD network unless that device has been approved by the site administrator.
- Users are not allowed to use personal devices (including, but not limited to, PDA's, laptops, cell phones) to access the McDade ISD network unless prior approval is granted by the campus Principal and McDade ISD Technology Department.
- Users shall not attempt to write, produce, generate, copy, distribute, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software. Such software is known as a bug, virus, worm, Trojan, or similar name.
- Users shall not attempt to harm or destroy any equipment and/or data of another user or of any other networks that are connected to the system.

Inappropriate Use:

- The use of the McDade ISD network and Internet services is a privilege, and inappropriate use may result in
 - Permanent termination/revocation of user access to the system
 - Other legal action, in accordance with district policy and applicable laws.
- McDade ISD administration will rule upon inappropriate use.

**McDade Independent School District
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Guest User Acceptable Use Policy (AUP) Agreement 2010-2011**

GUEST NAME

System access required for:

NAME OF ACTIVITY/WORKSHOP

DATE

I have read, understand and will abide by the McDade ISD Acceptable Use Policy for Electronic Communications & Data Management System use.

SIGNATURE

DATE