
LISD Computer Applications and Data Management

Acceptable Use Guidelines

The role of Technology in LISD is to facilitate and enhance the learning environment, communications and district management.

Consent requirements

The District reserves the right to post original work created by any district student on a web page under the district's control. Original work will not be posted if the student's parent or guardian has notified the District in writing requesting that their work not be displayed.

Student directory information may be posted on district websites unless the District has received written notification from the student's parent or guardian that such information be withheld. This includes student pictures posted on campus or District websites. (See CQ Web Page Development and Policies at FL)

Security

Users are responsible for the use and protection of their computer accounts (Electronic Identity) and are specifically prohibited from:

- Sharing the account and/or password with another individual.
- Using simple passwords (See Password Policies).
- Recording the password in a location where it can be compromised.
- Leaving their computer unsecured at any time.

All computers will be configured to require user re-authentication after 10 minutes of inactivity. The Executive Director of Technology must approve any exceptions for special circumstances.

Password Policies

LISD network systems will require users to comply with password character and change frequency requirements. Requirements include network passwords of a minimum of eight (8) non-repeating characters that must be changed every 120 days for all staff. Student password requirements vary by grade level.

Vandalism Prohibited

Any attempt to harm or destroy district equipment, data, or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of LISD Computer Applications and Data Management Acceptable Use Guidelines and may constitute criminal activity under applicable state and federal laws. In such cases, the district will file charges.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. (See Policies DH, FN series, FO series, and the Student Code of Conduct.)

Forgery Prohibited

Unauthorized attempts to read, delete, copy or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail, is prohibited.

Participation in Web-based Community Sites

Student participation in web-based community sites such as wikis, blogs, social media and social networking sites is limited to educational purposes, with the permission of a qualified staff member.

Employees must not use public Internet sites to store or distribute confidential information.

Development of Web Pages

The purpose of the development of web pages is to provide a means of communication with the global community for the purpose of:

- Providing information about our schools, curriculum and instruction, activities and organizations and specific teachers, classrooms or classes.
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- Providing a means for students to research, create and present assignments via the web.

Web Publishing Standards

- All work must be free of any spelling or grammatical errors.
- Documents may not contain any objectionable material. This includes religious, racial, sexual, violent or profane material.
- No unlawful copies of copyrighted material may be produced or transmitted.
- There will be no personal reference made about staff or students (i.e., home phone numbers, addresses, names of other family members, etc.)
- Published e-mail addresses will be restricted to those of staff members.
- No advertisements or endorsements of any kind will be allowed or linked to other than District approved fundraisers or sponsors.
- All publishing of information must be located on District owned or District approved sites.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the district's system upon violation of District policy and/or guidelines. Termination of students access will be effective on the date the principal or District technology staff receives notice of student withdrawal or of revocation of system privileges or on a future date if so specified in the notice.

Appropriate Computer Use

End-user systems are an integral part of the overall technology infrastructure and must be carefully managed to maintain effective operation of critical technology applications and to protect the integrity of the Leander ISD network. End-user systems include desktops, workstations, laptops, software and associated accessories. The District is committed to observance of all laws and regulations applicable to our business, including those governing the licensing and use of software by anyone working for the District or in a District facility.

Availability of Access by Authorized Users

Access to the District's electronic communications system, including the internet, shall be made available to authorized users for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Does not impose tangible cost on the District.
- Does not unduly burden the District's computer or network resources.
- Does not have an adverse effect on any employee's job performance or on any student's academic performance.

Privately owned devices may only be connected to the LISD network with permission of and under the guidance of the LISD Technology Department.

Prohibited Activities (including off school property if the conduct causes a substantial disruption to the educational environment) includes:

- Making unauthorized copies of software, or using software in violation of the license agreement.
 - Installing software.
 - Using the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
 - Transmitting or accessing of any material in violation of any U.S. or state regulations, including, but not limited to, obscene or threatening material, copyrighted material, or material protected by trade secret is prohibited.
 - Incurring or attempting to incur any financial liability. This includes, but is not limited to, accessing any fee-based services.
 - Redistributing copyrighted programs or data except with the written permission of the copyright holder or designee, and Technology Services. Such permission must be specified in the document or must be obtained, in writing, directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, (EFE Legal, Local, Exhibit) and administrative regulations. Copies of any such authorizations must be provided to the office of the Executive Director of Technology.
 - Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - Purposefully accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - Wasting District resources. Storage of personal, redundant, or out-of-date materials wastes valuable and expensive
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resources. Users are to periodically review their files and delete unnecessary information.

- Attempting to access or circumvent passwords or other security related information of the District, students, or employees.
- Uploading or crating computer viruses.
- Using e-mail or Web sites to encourage illegal behavior or threaten school safety.
- Using the Internet or other electronic communications to threaten District students, employees or volunteers.
- Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to sending out e-mails, crating accounts or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- Attempting to circumvent Internet content filtering is prohibited. Disabling the filter for student use is prohibited as per federal law. (Child Internet Protection Act CIPA)

Leander ISD reserves the right to examine all data stored in all District computer systems to make sure that all users are in compliance with these regulations.

Leander ISD also reserves the right to use electronic means to restrict access to questionable material and to track and monitor system use, including electronic mail, Internet, and files.

Intellectual Property Rights

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the rights to any product created for its use by an employee even when the author is no longer an employee of the District.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district.

Access to the Internet is provided on an as is basis. The Leander ISD, its Board of Trustees, agents and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the Internet, Time Warner or the LISD network, or any information or software accessed or received by the user.

Leander ISD will not be responsible to or liable to the user for any claims, losses, or damages the user may suffer as a result of these Terms and Conditions or access to the Internet, including without limitation any losses, claims, or damages arising from Leander ISD's negligence or the applicant's own errors or omissions.

All users of the system agree that this limitation releases Leander ISD from any claims; damages or losses suffered arising from the use of this system. Use of any information obtained over this network is at the applicant's own risk.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Students who are authorized to use end-user systems are required to abide by the provisions of the District's Computer Applications and Data Management Acceptable Use Guidelines and any administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations or copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.
