



PERMISSION FORM

Non-Employee

Internet and Technology Resources

INSTRUCTIONS: To be completed by any student, parent, volunteer, or guest of the Las Cruces Public Schools who wishes to access the District network and other technology resources including Internet and email resources.

Part I – USER INFORMATION

Status (Mark all that apply) Student Parent Volunteer Other: please specify _____

Name _____
Last/First/MI

School _____ Grade (if student) _____ Date _____

Parent/Guardian (Required for any user under the age of 18)

Mr. Mrs. Ms.

Residence: _____ Home phone _____ / _____
Street/City/Zip

Mailing Address _____ Cell/Work phone _____ / _____
Street/City/Zip

Sponsoring Teacher (required if applicant is a student, parent, or volunteer) _____

Part II – CONTRACT

User

I understand and will abide by the Las Cruces Public Schools' Acceptable Use Policy. I further understand that any violation of these terms and conditions 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.

User Signature _____

Parent or Guardian (required for any user under the age of 18)

I have read the Las Cruces Public Schools' Acceptable Use Policy. I understand that access to the Internet and other technology resources is designed for educational purposes. The Las Cruces Public Schools has taken precautions to eliminate access to controversial material; however, I also recognize it is impossible for LCPS to restrict access to all controversial materials and I will not hold them responsible for materials acquired over the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow my student access to the Internet at school and certify that the information contained in this form is correct.

Parent or Guardian's Signature _____

Part III – Web Page Development:

As the parent or guardian of this student, I have read the LCPS Acceptable Use Policy and understand that access to electronic information resources is designed for educational purposes. I agree to allow my student's work and/or photograph to be published on the school web page.

I hereby give my permission to allow my child to construct Internet web page content and/or have his/her work included in a web page. I understand that if my child's work is published on the Internet, it will be accessible worldwide. I also understand that it is impossible for the Las Cruces Public Schools to restrict access to all controversial materials.

Parent or Legal Guardian Name (print)

Signature _____ Date _____

Name of Student (print)

LCPS Acceptable Use Policy for the Internet and Technology Resources (AUP)

Acceptable Use of Technology resources means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the LCPS Mission Statement, Priorities, and Goals.

The use of LCPS technology resources, including but not limited to, the Internet (World Wide Web), electronic mail, hardware, software and online services, to access, transmit, publish, display or retrieve any material in violation of any federal or state laws or regulations or any material that is contrary to the educational goals of the District is prohibited. This includes, but is not limited to:

- Copyrighted material
- Pornographic, obscene or other sexually oriented material
- Material protected by trade secret
- Material which is threatening, promotes violence or advocates destruction of property
- Material which advocates or promotes violence or hatred against a particular individual or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another
- Material related to gambling or any illegal activity
- Material related to political elections

Appropriate Use of Technology Resources

- Students and employees, contractors, volunteers and other district officials are reminded that use of any and all LCPS property is for LCPS business.

Inappropriate Use of Technology Resources

- Inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material
- Software without proof of proper licensing
- Software that has not been approved by the Department of Informational Technology in support of learning or teaching, including teacher purchased software
- Impersonating another user, or anonymously transmitting or publishing material
- To conduct a business, personal business (including but not limited to buying and selling items on the Internet), or other for-profit activity
- Software that has not been scanned
- Use in such a way that the district will incur an expense unless spending authority has been granted by an authorized administrator
- Destroying, modifying or abusing-district owned technology or disrupting the operation of any network within the district or any network connected to the Internet, including the use, attempted use or possession of computer viruses
- Creating, transmitting or re-transmitting chain mail
- Streaming of video/audio unless express prior approval is received from the Department of Informational Technology
- Sharing of personal network passwords
- Sponsoring of district, school or classroom-identified web pages on any server other than LCPS owned or contracted servers unless prior administrative approval

Requirements of Students, Employees, Contractors, Volunteers, and other District Officials

- Must sign and abide by the district's Acceptable Use Agreement(s) indicating their knowledge of and agreement to terms and conditions of use of district technology resources
- Check district e-mail accounts on a regular basis and destroy unnecessary files/documents
- Protect the privacy of confidential material, such as home addresses and/or personal phone numbers of others
- Be sensitive to the fact that electronic materials should contain proper spelling, grammar and appropriate writing conventions and accuracy of information
- All users must use up-to-date virus protection software on any computer on which district files are created, saved or modified; this includes electronic mail
- Take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent the use of his/her account by other persons
- All users, especially staff members, are not to leave workstations unattended at any time while logged on to the LCPS network or workstation
- AUP will be reviewed and signed yearly by all students and employees

District Services

- The District reserves the right to log the use of the Internet and monitor/limit/file-server space utilization.
- The District reserves the right to examine e-mail, personal file directories, Internet usage and other information stored on LCPS computers
- The district network manager or an administrator from the Department of Informational Technology may close an account at any time.
- Any infractions of the provisions of the acceptable use policy may result in suspension or termination of access privileges and/or appropriate disciplinary action up to and including termination pending due process