



**Office of Chief Operating Officer
Las Cruces Public Schools**

**Employee Las Cruces Public Schools' Internet
and Technology Resources
Acceptable Use Agreement**

Part I - INSTRUCTIONS

All LCPS employees who use or have access to technology 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 including Internet access and email. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these tools and may result in disciplinary action up to and including suspension, expulsion, and termination (pending due process.)

The use of Computer Resources must be in support of education and research and be consistent with the educational objectives of the Las Cruces Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate to that network and LCPS Computer Resources User Procedures. Transmission of any material in violation of any federal or state regulations is prohibited. Technology, including but not limited to the Internet, electronic mail, hardware, software, and online-resources, is a valuable tool that supports teaching and learning through access to resources and information, learning activities, interpersonal communication, research, training and collaboration and dissemination of successful educational practices, methods and materials. Information technologies such as the Internet are an extension of school libraries and other media/resource centers provided with a goal of promoting resource sharing, research innovation, communication and opportunity for collaborative work.

Part II – USER INFORMATION

Name _____
Last
First
MI

Department/School _____

Date _____

Part III – USER CONTRACT

I understand and will abide by the Las Cruces Public Schools' Internet Acceptable Use Policy (AUP). I further understand that any violation of these terms and conditions constitutes insubordination, and may result in criminal offense or be cause for a disciplinary action. Should I commit any violation, school disciplinary and/or appropriate legal action may be taken.

User Signature _____

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