

**LYNDON USD 421
LYNDON UNIFIED SCHOOL DISTRICT 421
ACCEPTABLE USE POLICY FOR COMPUTERS AND NETWORK**

This document identifies the terms and conditions for the acceptable use of computer resources and facilities provided by Lyndon Unified School District 421 (hereinafter referred to as "District"), including but not limited to computers, information networks and Internet resources in the District. This policy insures that the use of computing facilities and network resources is consistent with the goals, mission, and objectives of the District. These guidelines are provided so that Users may become aware of their responsibilities. If a User violates these provisions, his or her access privileges and futures access may be terminated or denied in accord with these rules and regulations; consequences for violations may also include termination or expulsion in accordance with board policy.

TERMS AND CONDITIONS

1. Any person who accesses a resource provided by the District through District computing resources shall be deemed a User.
2. Users are expected to abide by the generally accepted rules of network etiquette.
3. The computer resources and facilities are provided for the purpose of research and communication. The use of accounts must be in support of education and research and be consistent with those educational objectives of the District. It is the User's responsibility to only access files that are consistent with the learning outcomes or objectives. The use of computer networks, network services, and the Internet are a privilege; not a right. Inappropriate use will result in suspension or termination of computer, network, and/or Internet privileges or possible board action. The system administrators will deem what is inappropriate use and their decision is final. The administration may request the system administrators to deny, revoke, or suspend specific user accounts or privileges at any time.
4. Users are not permitted to use any computing resource for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are to follow all copyright laws and regulations related to software, web pages, hardware, etc.
6. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
7. Users are responsible for their passwords and user IDs. Users should change their passwords periodically to protect their rights. Using another User's password or ID or trespassing in another User's folders, work, or files is prohibited. Allowing another to use your password or ID is prohibited. Personal data such as a User's personal (home) address, phone number, or password should not be revealed. Should a User's ID appear in connection with a violation of these Terms and Conditions, that User is responsible for that violation.
8. E-mail and social media not specifically provided by the District shall not be accessed by any User from the District computer facilities.
9. Security on any computer system is a high priority, especially when the system involves many users. Any User who has reason to believe he or she has identified a security problem on the District's computers or network must notify District Technology Coordinator immediately. A User should not attempt to demonstrate the problem to other users. Any attempt to login to the District networks as a system administrator will result in cancellation of user privileges and disciplinary action. Any User identified as a security

risk or having a history of problems with other computer systems may be denied access to the District's computer resources.

10. Users shall respect the integrity of the computers and networks; by accessing the District's computer facilities, Users agree that the computer systems are set up by the system administrator and shall not be altered in any way. The District makes no warranties of any kind, expressed or implied, for the computer and computer network services it provides. The District shall not be responsible for any damages suffered by a User. The District shall not be responsible for any damages caused by a User in violation of these Terms and Conditions. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or User errors or omissions. Use of any information obtained via District computer resources shall be at the risk of the User. The District specifically denies any responsibility for the accuracy of the information obtained.
11. Vandalism will result in cancellation of the User's privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of the District, or another User, the Internet, or any of the organizations of other networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading or creation of computer viruses.
12. Users shall to follow policies regarding computer and computer usage as set forth by the Lyndon Board of Education. This policy is found under section IIBF and IIBG in the Board Policy and is available up on request. This policy includes the following provisions:
 - a. Users shall have no expectation of privacy when using District e-mail, internet, or other official communication systems.
 - b. All information created by staff and students shall be considered District property and shall be subject to unannounced monitoring by District administrators.
 - c. Users shall not bring software to use on any District computer unless specifically approved by the District Technology Coordinator.
 - d. No software, freeware, or shareware may be installed on District computers until cleared by the District Technology Coordinator.
 - e. Software acquired by Users using either district or personal funds, and installed on District computers, must comply with copyright laws. Proofs of purchase (copy or original) may be required.
 - f. Users shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.
 - g. Computer materials or devices created, as part of any assigned District responsibility or classroom activity undertaken on District time shall be the property of the Board.

AGREEMENT:

I have read the foregoing Acceptable Use Policy and agree to follow the terms and conditions contained in this policy. I understand that if I violate these terms and conditions my computer privileges could be suspended or terminated and I may face other disciplinary actions.

Printed User Name: _____

User Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(Required if User is under 18)

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.