

**Early Independent School District
Technology Responsible Use Policy (RUP)
Responsible Use of Technology Agreement for Guests**

This Technology Responsible Use Policy (RUP) shall apply to all guests who will use any part of the Early ISD Electronic Communications & Data Management System. All guests are expected to follow all policies as stated in the Early ISD Guest RUP and to demonstrate good citizenship and ethical behavior at all times.

This RUP applies to all aspects of the Early ISD Electronic Communications & Data Management System, which includes but is not limited to:

- All technological devices owned by Early ISD.
- All technological devices that connect to the Early ISD network (even if not owned by Early ISD).
- All technological software applications and/or subscriptions licensed to Early ISD.
- All technological software applications that are installed on or accessed via the Early ISD network or Early ISD technological devices.

Network Services:

- Early 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.
- Early ISD shall not be liable for any damages incurred to personal technology devices or data while on this system.
- Early 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. The employee will be held accountable for the appropriate utilization of the technology.
- Early ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.
- Although Internet access is filtered and monitored, it is possible that users may run across areas of adult content and/or material that might be found objectionable. Early ISD will make every effort to educate and direct all Early ISD network users in the safe and effective use of the Internet; however, it is impossible to control all materials on the global network.

Network Use:

- Guests will receive a temporary user account that will allow access to the Electronic Communications & Data Management System. The guest is responsible at all times for the proper use of the assigned account.
- The Early ISD network & Internet services are not private. User activities/data may be monitored by the Early ISD Technology Department and/or district administrators at any time.
- Do not leave a computer unattended while logged in to the guest account. Log off or "lock" an unattended computer.

Legal Issues:

The Early ISD Electronic Communications & Data Management system is to be at all times used in conformity with laws of the United States and the State of Texas. This includes but is not limited to:

- Early ISD network users are prohibited from creating, intentionally obtaining, or distributing any material that is copyrighted or protected by trade secret. Plagiarism will not be tolerated. Installation of unlicensed software will not be permitted under any circumstance.
- Any 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 Early ISD technological device/software is prohibited.
- Deleting, moving or modifying electronic data without permission from the owner of the data is vandalism and is prohibited.
- Misrepresentation of identity and/or fraud is prohibited. Actions include but are not limited to: forgery of E-mail messages, forgery of text or instant messages, and falsification of identity/profile on the Internet.
- Early ISD network users are prohibited from creating, intentionally obtaining, or distributing electronic data that contains pornography, threats, harassment, slander, or information to assist in technology theft or misuse.

Netiquette and Responsible Use Policies:

- Internet access is filtered and monitored. Any attempt to circumvent the Internet filter is prohibited. If access to a filtered/blocked web site is needed, an Early ISD employee may submit a request to the EISD Technology Department. Guests and students are not allowed to submit filter access requests.
- Early ISD is in no way liable for the support, damage or loss of personal technological devices.
- The installation of files/software to the Early ISD Electronic Communications & Data Management system by guests is prohibited, unless authorized by the Early ISD Technology Department.

Possible Consequences for Inappropriate Use:

- Suspension/permanent revocation of access to the Early ISD Electronic Communications & Data Management system
- Other disciplinary or legal action, in accordance with Early Independent School District policies and applicable laws

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All guest users of the Early ISD Electronic Communications & Data Management system are required to sign and return this page before Early ISD network access is permitted.

Responsible Use of Technology Agreement for Guests:

I have read, understand and agree to comply with the netiquette and responsible use guidelines outlined in the Early ISD Technology Responsible Use Policy (RUP).

SYSTEM ACCESS REQUIRED FOR:

NAME OF ACTIVITY/WORKSHOP

DATE

GUEST NAME (PLEASE PRINT CLEARLY)

LAST NAME

FIRST NAME

MIDDLE INITIAL

GUEST SIGNATURE

DATE