



NON-EMPLOYEE USER AGREEMENT

FOR ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

Check one:

☐ Parent

☐ School Board Member

☐ Other: _____

☐ Community Member

☐ Vendors, Subcontractors

Check one or more of the systems being requested: ☐ Wireless (WIFI) ☐ Email ☐ VPN ☐ Other _____

Non-Employee Name (Please print)

Company or Organization (If applicable)

Cell Phone

Email Address

Purpose for request: _____

With this agreement, you are being granted sponsored access to the District's system(s) for the purposes specified above. All non-employee users are required to review, acknowledge, and comply with the latest District Electronic Communication "ECDM" Guidelines and Acceptable Use Policies "AUP" which can be found at the District's website (www.laredoisd.org) under the "Webmail" link. All non-employee users may need to complete annual cyber security and acceptable use trainings in accordance with SB 820 and District policy CQB Local. Failure to comply will result in suspension of the account. It is your responsibility to coordinate with your sponsor to renew your training prior to August 30th every year to avoid interruption of access or service.

If your use violates any part of the District's AUP and Guidelines, your access may be revoked. Users are reminded that your activity on the District network should not be considered private or protected. All communication and activity are subject to periodic monitoring by the District. If any identified misuse is in violation of any law, the District will cooperate with any investigation initiated by a law enforcement agency.

Non-employee users who are found to be using District systems for explicitly prohibited purposes such as spamming, invasion of privacy of others, violating intellectual property law, transmitting obscene or indecent speech or materials, transmitting defamatory or abusive language, hacking or distribution of Internet viruses, worms, trojan horses or other destructive activities, will be referred to the appropriate authorities for investigation and prosecution.

I have reviewed the current District's AUP policies, regulations, and guidelines and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including, without limitation, the type of damages identified in the guidelines.

Non-Employee User Signature: _____

Date: _____

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LISD Employee Sponsor Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Employee ID#: \_\_\_\_\_ Dept. Name/Number: \_\_\_\_\_ Signature: \_\_\_\_\_

LISD Employee Sponsor (Director Level or Above): LISD employee sponsor is responsible to serve as the main point of contact with the Technology Services Department on behalf of the non-employee user. This includes ensuring the non-employee user complies with all District policies and procedures to keep the account active. Sponsor is also responsible for notifying the Technology Services Department immediately, once the account is no longer required.

**\*Important: District sponsor must submit original signed copy of this form to the Instructional Technology Department. Non-employee user must contact the Instructional Technology Department at (956) 273-1340 to make an appointment for processing.**

Form Updated: 06/2021