



## Van Vleck ISD's Staff Wireless Access and Responsible Use Policy

Thank you for taking a few minutes to read Van Vleck ISD's Staff Wireless Access Agreement and RUP. Staff members with wireless devices can connect to Van Vleck ISD's wireless internet connection throughout our district.

### HOW CAN I USE VAN VLECK ISD'S WIRELESS INTERNET CONNECTION?

#### STEP 1: SIGN AND RETURN RESPONSIBLE USE POLICY

Once you have read this form, please sign and date it, indicating that you agree to adhere to all policies and protocols outlined below. Bring your signed wireless access and RUP form to your principal's secretary.

#### STEP 2: PREPARE YOUR WIRELESS DEVICE OR COMPUTER FOR OUR NETWORK

Before you bring your mobile device or computer on campus, please complete these important steps:

1. Patch/update your operating system.
2. Install antivirus software.
3. Install tools to remove spyware.

Failure to maintain a virus free and spyware free device will result in disconnection from the wireless network.

#### STEP 3: SETUP A TIME WITH TECHNOLOGY VIA YOUR PRINCIPAL OR DIRECTOR TO CONNECT YOUR WIRELESS DEVICE

#### WIRELESS INTERNET ACCESS POLICIES & PROTOCOLS

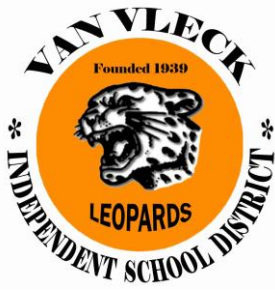
Van Vleck ISD provides staff members with wireless internet access. Staff members' internet access is provided as a convenience and Van Vleck ISD does not guarantee compatibility of operation of this system. By using the Van Vleck ISD's internet connection, staff members agree to comply with all of the provisions of the current Employee Computer Usage and Internet Policy.

- Van Vleck ISD does not provide technical support for staff members using the connection (i.e., supporting the staff members laptop or mobile device);
- Van Vleck ISD accepts no responsibility regarding the ability of staff members owned devices to connect to the internet network;
- Printing is not provided;
- Staff members may not plug their laptop computer and other networked devices into our network via cable(s).
- Van Vleck ISD may discontinue this service at any time.

Use of Van Vleck ISD's internet connection is done at the staff members own risk. By using the connection, staff members acknowledge that security errors and hacking are an inherent risk associated with any internet service. For that reason, by using the connection, staffs knowingly assume such risk, and further agree to hold the Van Vleck ISD harmless for any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the staff members computer or mobile device.

Van Vleck ISD does not guarantee the privacy of any information on this network. Communications will be monitored, or restricted as Van Vleck ISD deems necessary.

Van Vleck ISD accepts no responsibility for any software downloaded and/or installed, emails opened, or sites accessed while staff members are using the internet connection. Any damage done to the staff members laptop or mobile device from viruses, identity theft, spyware, plug-ins or



other internet-associated programs is the sole responsibility of the staff member; and the staff member indemnifies and holds harmless Van Vleck ISD from any such damages.

## **UNACCEPTABLE BEHAVIOR**

Users are prohibited from using Van Vleck ISD's internet connection to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material.
- Inappropriate Naming of Mobile Devices
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
- Gambling.
- Personal financial gain.
- Forwarding email chain letters.
- Material protected under copyright laws.
- Opening files received from the Internet without performing a virus scan.
- Downloading, sending, or streaming large media files.
- Tampering with your email "sent from" handle in order to misrepresent yourself and the company to others.
- Undertaking deliberate activities that waste staff effort or networked resources.

Network communications are filtered, but offensive material may evade efforts to block it. Users are asked to refrain from displaying materials on their computers that may be interpreted as intimidating, hostile, offensive, or inappropriate. Transmission, reception, or display of any material of communications in violation of any U.S. or state regulation is prohibited, including unauthorized duplication of copyrighted material, access or dissemination of threatening or obscene material or of material protected as trade secrets.

Van Vleck ISD will provide data available to law enforcement if requested.

## **VIOLATIONS**

Violations will be handled per the employee code of conduct detailed in the Employee Handbook.

## **IMPORTANT INFORMATION ON COPYRIGHT & MUSIC FILES**

Using a computer to copy or store any copyright material (music, movies, images, etc.) is a violation of state and federal law. Doing so leaves you liable, on conviction, to heavy fines and/or possible imprisonment. MP3 music files are completely legal, but it's illegal to have MP3s of music recordings that you don't already own, or to which you haven't obtained rights to possess. If a complaint of copyright infringement is made against you, Van Vleck ISD staff will ask you to cease the activity that violates copyright. Failure to act may result in disciplinary action being taken by Van Vleck ISD.



# VAN VLECK INDEPENDENT SCHOOL DISTRICT

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**PLEASE SIGN AND COMPLETE THIS FORM, INDICATING YOUR AGREEMENT TO COMPLY WITH VAN VLECK ISD'S STAFF MEMBERS WIRELESS ACCESS AND RESPONSIBLE USE POLICY POSTED ON OUR DISTRICTS WEBSITE**

Staff Member Name: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Wireless Device Make/Model: | Wireless MAC Address: |
|-----------------------------|-----------------------|
|                             |                       |
|                             |                       |
|                             |                       |
|                             |                       |
|                             |                       |

Examples: iPhone5, Kindle Fire HD, iPad2, Dell Latitude E5430

Examples: 54:26:96:1B:35:15, F0-A2-25-9E-1A-AC

**Note: The Technology department will help find your MAC Address if needed and connect your mobile device for you.**

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