**Employee Agreement for the Acceptable Use of the District’s
Electronic Communications Systems Acceptable Use Policy**

Employees may be given access to the District's electronic communications system for educational purposes. **The electronic communications system is defined as the District’s network, servers, computer workstations, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students.** With this educational opportunity comes responsibility. It is important that employees read the Liberty-Eylau ISD Administrative Regulation for Acceptable Use and then ask any questions if you need help understanding them. Inappropriate system use of the District’s electronic communications system use will result in the consequences below, including loss of the privilege to use this educational tool. Please note that Internet access is part of the District’s electronic communications systems. The Internet is a network of many types of communication and information networks. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive. It is possible for employees to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each employee’s responsibility to follow the rules for appropriate and acceptable use.

**SOME RULES FOR APPROPRIATE USE**

• Employees must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff member to do otherwise.

• Internet use at school must be directly related to school assignments and projects.

• Employees will be assigned an individual account and must use only that account and password that they have been granted permission by the District to use. All account activity should be for educational purposes only.

• Employees are responsible at all times for their use of the District’s electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

**INAPPROPRIATE USES**

• Using the District’s electronic communications system for illegal purposes including, but not limited to, gambling, pornography, and computer hacking.
• Bypassing, disabling or attempting to disable any system monitoring or filtering or security measures.

• Sharing your user name and password with others, borrowing someone else’s user name, password, or account access.

• Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.

• Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, or pictures).

• Downloading or plagiarizing copyrighted information without permission from the copyright holder.

• Intentionally introducing a virus or other malicious programs onto the District’s system.

• Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or is illegal.

• Wasting or abusing school resources through **unauthorized** system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).

• Gaining unauthorized access to restricted information or network resources.

**CONSEQUENCES FOR INAPPROPRIATE USE**

• Appropriate disciplinary or legal action in accordance with the District’s policies and applicable laws including monetary damages;

• Suspension of access to the District’s electronic communications system;

• Revocation of the District’s electronic communications system account(s); and/or

**Termination of System User Account**

The District may deny, revoke, or suspend specific user’s access to the District’s system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.

**Employees:** I have read the District’s electronic communications system policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_