

GRANGER INDEPENDENT SCHOOL DISTRICT COMPUTER AND NETWORK ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

User agrees to the following:

1. Use assigned accounts in support of the educational goals and objectives of the District. User will not allow the use of assigned accounts by others.
2. Use only assigned account and not share my username or password with anyone.
3. Avoid personal use of e-mail.
4. Not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising.
5. Not use the network, e-mail system, or Internet connection for political or religious advocacy or on behalf of charitable organizations.
6. Not send any message through the network, e-mail system or Internet connection under someone else's name.
7. Not transmit, request, or receive materials inconsistent with the mission and values of the Granger Independent School District.
8. Not attempt to breach network security or transmit viruses, including, but not limited to, use of proxies.
9. Not use the network, e-mail system, or Internet connection for sexual or other forms of harassment
10. Use language appropriate for a public system in all communications
11. Respect the copyright and/or software licensing of material received through the Granger Independent School District network, e-mail system, or Internet connection.
12. Understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Granger Independent School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.
13. Understand that as a matter of law any document pertaining to the public business on a publicly funded system is a public record. **Faculty/Staff agree to maintain a 5-year retention folder for all school related communications, not to include solicitations/advertisements.**

Consequences for Violation- Any violation will be considered a serious matter. Any reports of inappropriate behavior, violations or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Supervision and Monitoring- School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Employee) Printed Name

Date

(Employee) Signature

Date