

Edgewood Independent School District

804 E. Pine, Edgewood, TX 75117

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

As an employee of Edgewood Independent School District, you are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District policy (legal/local CQ), administrative regulations, and agreement form and ask questions if you need help in understanding them.

Please note that the Internet is a network of many types of communication and information. It is possible that you may run across some material you might find objectionable. While EISD will take reasonable steps to restrict such material, it is not possible to prevent such access completely. It will be the user's responsibility to follow the guidelines of appropriate use.

The guidelines for appropriate use that follow detail appropriate and inappropriate use of district technology. The guidelines in no way attempt to articulate all required or forbidden behavior by users. Utilizing district technology and the district network requires that all users conduct themselves in a professional, responsible, decent, ethical, and polite manner at all times. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool and may result in civil or criminal penalties.

Personal Use: The District expects everyone to exercise good judgment and use computer equipment, peripherals, and the network in a professional manner. Your use of the equipment is expected to relate to educational, instructional and administrative purposes. However, the District does recognize and allow personal use as long as it does not:

- Impose any tangible cost to the Edgewood Independent School District
- Unduly burden the EISD computer or network resources
- Interfere with the prompt and efficient performance of an employee's job responsibilities
- Interfere with a student's use of the equipment
- Become use for commercial or profit purposes or political purposes

Security: Security and/or technical problems in the system must be communicated to the system administrator immediately.

District Software: All software assigned to the district computers is licensed by the district. There may be license restrictions regarding this software. Users must obtain permission before copying or loading District software on to other computers. Any legal action that might be taken because of the addition of an unlicensed program is the responsibility of the user that added the software program.

Electronic Communication: All electronic communication from you as an employee of EISD should represent the highest standard of quality, professionalism, and good judgment. EISD expects efficient, ethical, professional, and legal utilization of the network.

Student Use: Student use of the network should be monitored and any inappropriate content found by an employee or a student should immediately be reported to the Campus Principal and the Director of Technology.

Social Networking: Employees of Edgewood ISD should not allow students to be "friends" with them on Facebook, Twitter, or any other social networking outlets. In addition, all social networking sites are forbidden from being used during the school day by employees. This includes posting on these sites from your cell phones.

INAPPROPRIATE USE

- Using the system for any illegal purpose.
- Using the EISD computers, network, or resources for personal or private gain, personal business or commercial advantage/profit
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review
- Borrowing someone's account without permission or sending messages from someone else's email account. (Employees are responsible for their own access rights to the district computers, the network and resources. Sharing access rights with others, including students, is prohibited. Violations that occur under the employee's access rights, as a result of consent or negligence, are the sole responsibility of the employee.)
- Sharing your account information with anyone else including students
- Using the EISD computers, network, or resources for political purposes in violation of federal, state or local laws. You cannot be held liable for e-mails that are sent to you, but you can be held liable for e-mails that you send to others
- Posting personal information about yourself or others, including students (such as addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system or any other type of computer vandalism
- Posting messages and accessing and/or displaying in class any material that is abusive, violent in nature, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Gaining unauthorized access to restricted information or resources
- Disruptive use such as distribution of large quantities of information that may overwhelm the system (mass mailing, non-educational chain letter, Internet hoaxes, network games, business solicitations, broadcast messages, or other similar material.)
- Wasting school resources through improper use of the electronic system such as excessive printing (paper, toner, etc.)

CONSEQUENCES FOR INAPPROPRIATE USE

The guidelines for appropriate use are applicable to all use of the Edgewood Independent School District's computers and refer to all information resources, whether individually controlled, shared, stand alone, or networked. Disciplinary action for students, staff and other users shall be consistent with the District's policies and administrative regulations.

Violations may result in:

- Suspension of access to the system;
- Revocation of the computer system account
- Other school disciplinary or legal action, in accordance with EISD's policies and applicable laws.

Specific disciplinary measures will be determined on a case by case basis.

Public Information Act: According to Texas Government Code 552.001, "it is the policy of this state that each person is entitled, unless otherwise expressly provided by the law, at all times to complete information about the affairs of government and the official acts of public official and **employees.**" This act is known as the Public Information Act.

E-mails are considered public information. This includes:

- Emails to and from co-workers/employees
- E-mails to and from parents
- E-mails to and from students
- Lists of sites visited on a public employee's computer

While EISD respects the privacy of all its employees, we reserve the right to disclose information pursuant to a public records disclosure request. In addition, employees should follow all proper records retention requirements deemed necessary by the Superintendent

