



# Iraan-Sheffield Independent School District

## Employee Agreement for Acceptable Use of the Electronic Communications System

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, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

- Your account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

### **Inappropriate uses:**

- Using the system for any illegal purpose
- Downloading or using copyrighted information without permission from the copyright holder
- Wasting school resources through improper use of the computer system
- Borrowing someone's account without permission
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Gaining unauthorized access to restricted information or resources.

### **Consequences for Inappropriate Use:**

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

I understand that my computer use is not private and that the District can monitor my activity on the computer system.

**(Employee and supervisor signatures are required on the back of this agreement)**

## **Employee Agreement**

I have read the District's electronic communications system policy and administrative regulations and the Region 18 Education Service Center EDLINK 18 Acceptable Use Policy 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 District's policy and administrative regulations.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

## **Supervisor's Authorization for Employee Account**

I understand that this employee's account is to be used mainly for educational purposes, but some limited personal use is permitted.

The above employee is under my supervision, and I authorize the creation of an electronic communications account for this employee.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_