

## **Waskom Independent School District EMPLOYEE COMPUTER USE AGREEMENT**

*Annually, every Waskom School District employee will be required to sign this "Employee Computer Use Agreement." This Agreement is for the 2014-2015 school year.*

Computer use is a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information from sources such as software programs, the Internet, the School District's network, etc. Although employees may have access to these information sources, their use must be specifically authorized. Access and authorization to the School District's computer system and information carry a corresponding responsibility to their appropriate use. Access to the School District's computer system and information is intended to be used for the performance of job duties and professional or career development activities.

Employee use of the School District's computers, networks, e-mail services, and Internet access is subject to the terms and conditions which includes, but is not limited to, the following:

### **1. Student Personal Safety:**

- a. Employees who supervise students with access to the School District's computer system shall be familiar with applicable administrative procedures, directives, and rules, and enforce its provisions.
- b. All student computer use must be supervised.

### **2. Prohibited Activities:**

- a. Employees shall not use the School District's computer system in violation of Board policies and/or administrative procedures, directives, or rules.
- b. Employees shall not use the School District's computer system to engage in any illegal activities, such as: harassment; discrimination; defamation; threatening or violent communications and behavior; infringement of copyright or trademark laws; offering for sale, purchase, or use of any prohibited or illegal substances; etc.
- c. Employees shall not use the School District's computer system for private financial gain, or commercial, advertising, or solicitation purposes. Employees shall not use the School District's computer system to solicit, proselytize, advocate, or communicate the views of an individual or Non-School District sponsored organization, whether for profit or not for profit.
- d. Employees shall not damage or disrupt the School District's computer network.

### **3. System Security:**

- a. Employees are responsible for the security of their computer equipment, files, and passwords.
- b. Employees shall promptly notify the School District of security problems.

- c. Employees with access to student records may not use, release, or share these records, except as authorized by federal and state law.
- d. Employees shall not gain, or attempt to gain, unauthorized access to other computers or the School District's computer system.

4. Inappropriate Conduct:

The following are prohibited in public, private, or posted messages or files:

- a. Any inappropriate communications with students, minors, employees, or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
- b. Potentially damaging, dangerous, or disruptive material.
- c. Personal or generalized attacks or harassment.
- d. False or defamatory information.

5. Plagiarism and Copyright/Trademark Infringement:

- a. Works may not be plagiarized.
- b. The rights of copyright/trademark owners are to be respected. If a work contains language that is protected by copyright/trademark, the expressed requirements should be followed. If an employee is unsure whether or not a work can be used, the copyright/trademark owner should be contacted for permission.
- c. Software copyrights must be strictly respected.

6. Inappropriate Access to Material:

- a. The School District's computer system shall not be used to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.
- b. Inadvertent inappropriate access should be reported promptly to the school principal or supervisor.

7. No Expectation of Privacy:

Employees have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the School District's computer network.

8. Services and Assumption of Risks:

The District makes no warranties of any kind, either express or implied, that the functions or the services of the computer system provided by or through the School District will be error-free or without defect.

9. Violations and Discipline:

- a. In the event there is an allegation that an employee has violated policy, the employee will receive notice of the alleged violation and an opportunity to present an explanation.

b. In the event of a violation of policy, due process will be followed and appropriate disciplinary action may be taken in accordance with established Board policies, administrative procedures, and procedures set forth in the Certified Employees Agreement or Classified Employees Agreement, as applicable.

I acknowledge that I have read and understood the terms and conditions of this Agreement and hereby agree to abide by and comply with all of the said terms and conditions.

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Employee's Printed Name

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**EMPLOYEES SIGNATURE**

**DATE**

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**CAMPUS**