EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

Full Name

Employee ID

Today's Date

The District electronic communication system is to be used for educational purposes.

Limited personal use may be permitted if the use:
o Imposes no tangible cost on the District
o Does not unduly burden the District's computer or network resources; and
o Has no adverse effect on an employee's job performance or on a student's academic performance.

☐ I agree

I will be held responsible at all times for the proper use of the District electronic communication system according to district and campus guidelines, and the District may suspend or revoke my access for any violation.

☐ I agree

I am responsible for all hardware and software checked out to me by the District, and will ensure that such software is consistent with District standards and properly licensed.

☐ I agree

I WILL NOT ENGAGE IN THE FOLLOWING INAPPROPRIATE USE:
o Using the system for any illegal purpose.
o Using another person's ID or password.
o Downloading, uploading, or using copyrighted information without permission from the copyright holder.
o Posting messages, chain letters, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
o Wasting school resources through improper use of the communications system.
o Gaining unauthorized access to restricted, inappropriate, or illegal information or resources.
o Personal use while supervising students.

☐ I agree

I understand that the consequences for inappropriate use are:
o Suspension of access to the system; and/or
o Other disciplinary or legal action, in accordance with the District policies and applicable laws.

☐ I agree

I understand that my use of the District electronic communication system is not private and that the District can monitor my activity.

☐ I agree

I understand that it is my responsibility to report immediately to the principal and the technology department any inappropriate use of the district's electronic communication system by students. Furthermore, I also have the responsibility to report immediately to the appropriate supervisor any actions that are illegal or that may damage the system.

☐

☐ I agree

I have read the District’s electronic communications system policy and administrative regulations 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 images 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.

Attached Workflow	Employee Signature
Current Status	Draft
Workflow Steps	1 Signature Direct Report