

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC SYSTEM

You are being given access to Galena Park ISD's Network and the Internet. GPISD's goal in providing this service is to promote educational excellence by facilitating and providing communications for resource sharing, collaborative work, databases, software, and access to other information sources such as libraries and museums. Access to Internet resources also brings the possibility of encountering material that may not be considered to be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. Although an industrious user may discover controversial information, the valuable information and interaction available on this worldwide network far outweigh the possibility that users may discover material that is not consistent with District educational goals.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

Rules of Acceptable Use:

A. General Use:

- Access to the District's electronic communication system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other consequences listed below.
- System users shall keep all passwords confidential.
- Students are not allowed to have access to any restricted, password-protected program, such as the attendance program or the electronic grade book.
- System users may not use another person's system account or email account.
- System users are prohibited from changing any computer settings or configurations. The district technology department is responsible for making any changes to campus computer configurations.
- The use of proxy / anonymizer sites is strictly prohibited.
- System users may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto computers or networks without specific authorization from the Technology Department. All installed software must be licensed.
- Connecting any device to the network that provides access to the Internet via a connection not provided by the technology department is strictly prohibited. (i.e. access points, aircard, etc.)
- Personal computing devices (i.e. laptops, PCs, etc.) are not allowed to be connected to the district's network.
- The District has the right to determine who will be given access to the GPISD electronic communication system.

B. Internet Use:

- Access to the Internet shall be made available to employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use is permitted, but such use may not have a detrimental impact on the system.
- Using the system for commercial activities or political lobbying is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users (such as chain letters or accessing real audio for extended periods of time) is prohibited.

C. Electronic Communication Use:

- GPISD electronic communications are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use.
- GPISD electronic communications are for district business. Limited personal use is permitted, but such use may not have a detrimental impact on the system.
- Users are required to Archive all business related transactions. Archive directions are located on the district website, in addition training is offered on the campus and district level.

D. Computer Ethics:

- System users must abide by copyright laws.
- System users are not allowed to copy or transmit copyrighted material, threatening or obscene material, or pornography.
- Any malicious attempt to harm, modify, or destroy District equipment or materials, another user's data, or any other networks that are connected to the Internet is prohibited as a violation of District Policy.

E. Consequences

- Violation of any of the policies described above may result in disciplinary actions which could include: loss of network privileges, written reprimand, suspension or termination of employment.

F. Disclaimer of Liability

- The District shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Agreements

I understand and will abide by the Galena Park ISD Acceptable Use Policy for the Electronic Communications System. I understand that it is my responsibility to obtain training and keep up with archiving business email transactions. I further understand noncompliance with applicable rules and regulations may result in suspension or termination of privileges and other disciplinary actions consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Name: _____
(Please Print)

Signature: _____ Date: _____

Campus / Location: _____

Position: _____

Release Form for Display of Employee Photograph on the Internet

The purpose of displaying employee photographs on the District Web site or campus Web site is to inform others of GPISD professional staffing, learning activities, and programs. Please indicate your preference by checking the appropriate space below. (Employee names and E-mail address are considered directory information and are available to the public.)

_____ I give my permission for my photograph to be published on a campus or District Web page.

_____ I do not give my permission for my photograph to be published on a campus or District Webpage.

Signature: _____