

## **EMPLOYEE AGREEMENT FOR RESPONSIBLE 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 Employee Responsible Use Policy 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.

### **APPROPRIATE USE**

- The account is to be used mainly for educational purposes, but some limited personal use is permitted
- Employees will be held responsible at all times for the proper use of their account, and the District may suspend or revoke your access if you violate the rules
- When using the school address for correspondence, use a positive attitude that reflects the mission of the district.
- The Frankston ISD Technology Department is exclusively responsible for installing and supporting all approved software on district computers
- Selection of all new software must receive the approval of the FISD Technology Department
- All original software will be stored at the technology center
- Employees are responsible for any individual account passwords and should not share them with others

### **INAPPROPRIATE USE**

- Using the system for any illegal purpose
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Borrowing someone's account without permission
- Downloading or using copyrighted information without permission from the copyright holder
- Engaging in computer sabotage, hacking, or the generation of computer viruses,

- worms, or Trojan horses. This includes the release of software known to be harmful to other computer systems
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
  - Wasting school resources through improper use of the computer system (frivolous printing, downloading without permission, etc.)
  - Gaining unauthorized access to restricted information or resources
  - Posting messages to multiple users, which are not related to school business (chain letters, personal advertisements, etc.).
  - Wasting school personnel resources by making computers inaccessible through either physical environment or blocking remote access by password changes, program deletion or screen savers, etc.
  - Sharing of security passwords or features for logon or applications or promoting activity to discover security passwords or features
  - Leaving computer unattended by authorized user and/or not logging off system or secure program
  - Using technology resources in an attempt to defraud or extort others

#### **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
- Documentation in employee evaluation system

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ELECTRONIC COMMUNICATIONS SYSTEM**

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

I have read the Employee Responsible Use Policy, Internet Safety Procedures, Employee E-Mail Procedures, 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.

NAME: \_\_\_\_\_  
(Print Clearly)

CAMPUS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_

ROOM NUMBER: \_\_\_\_\_ PHONE EXT: \_\_\_\_\_

DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_