

GUADALUPE UNION SCHOOL DISTRICT

ELECTRONIC NETWORK USERS AGREEMENT

(Annual Employee Agreement)

Please read this document carefully. When signed by you it becomes a legally binding contract. We must have your initials where indicated and your signature.

1. Personal Responsibility. As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the District Publication entitled "District Personnel Board Policies and Administrative Regulations" apply when you are on the network.

I have read and understand this provision. Initial _____

2. Acceptable Use. The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Guadalupe Union School District (these may be found in the district document entitled "District Personnel Board Policies and Administrative Regulations"). I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of products advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronics information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

I have read and understand this provision. Initial _____

3. Network Etiquette and Privacy. You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. BE POLITE. Never send, or encourage others to send, abusive messages.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on a non-private system. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. PRIVACY. Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- d. ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

I have read and understand this provision. Initial _____

4. INFORMATION ON A DISTRICT OWNED COMPUTER OR OTHER ELECTRONIC DEVICE. All information on a district owned computer or other electronic device is not guaranteed to be private. Users should have no expectation of privacy as to any communication on or information stored within the system, including information stored locally on the hard drive or other media in use with this unit (e.g. floppy disks, PDAs, CD etc.) Guadalupe School District reserves the right to consent to a law enforcement search if it believes that the misuse of the above devices has resulted in an illegal act.

I have read and understand this provision. Initial _____

5. Services. The Guadalupe Union School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Guadalupe Union School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by our system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Guadalupe Union School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision. Initial _____

6. Security. Security on any computer system is high priority. If you identify a security problem, notify the system administrator. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under your own account. Use only district purchased and/or approved software on the computer and/or network owned by the district. Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision. Initial _____

7. Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal referral.

I have read and understand this provision. Initial _____

SPONSORING TEACHER/SUPERVISING ADULT. I agree to promote this agreement with the students. As the sponsoring teacher/supervising adult I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the Guadalupe Union School District system administrator. Misuse can come in many forms, but can be viewed as any message sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I have read and understand this provision. Initial _____

I acknowledge that I have received, read and understand the district' policies, regulations and guidelines relating to the use of electronic resources in the performance of my duties in the Guadalupe Union School District.

Employee Name

Date

(For Office Use Only)

Date Rec'd: _____

Approved: _____