

# Substitute Employee Agreement for the Acceptable Use of the District's Electronic Communications System

Although substitute employees will be given access to District telephones, they generally are not given access to District computers or other electronic communications systems. On specific, rare occasions approved only by District administrators, substitute employees may be given access to the District's electronic communications system. **The electronic communications system is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, email, and any other technology designated for use by an authorized supervisor to the substitute employee.**

With this educational opportunity comes responsibility. It is important that employees read the Northside ISD Administrative Regulation for Acceptable Use (TEC-01) and this agreement form, and then ask any questions if you need help understanding them. Inappropriate system use of the District's electronic communications system will result in the consequences below, including loss of the privilege to use this educational tool.

**Please acknowledge receipt and understanding of these items found in Addendum #1 by completing and returning the Notice of Acknowledgement and Agreement Form in the back of this handbook.**

Please note that Internet access is part of the District's electronic communications system. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to employee. It is possible for employees to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each employee's responsibility to follow the rules for appropriate and acceptable use.

## **SOME RULES FOR APPROPRIATE USE**

- Substitute employees must only open, view, modify, and delete their own computer files, unless they have specific permission from a supervisor to do otherwise.
- Internet use must be directly related to work assignments and projects.
- Some substitute employees may be assigned individual accounts to District resources and must only use accounts and passwords they have been granted permission by the District to use. All account activity should be for District purposes only.
- Substitute employees are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

## **SOME EXAMPLES OF INAPPROPRIATE USES**

- Using the District's electronic communications system for illegal purposes (e.g. gambling, pornography, computer hacking).
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- Sharing your username and password with others, borrowing someone else's username (i.e. staff or student), password or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the District's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting or abusing school resources through **unauthorized** system use (e.g. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, checking personal email, etc).
- Gaining unauthorized access to restricted information or network resources.

## **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's electronic communications system;
- Revocation of the District's electronic communications system account(s); and/or

- Other appropriate disciplinary or legal action in accordance with applicable laws.

NOTE: The substitute employee agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT**

**Substitute Employee Agreement for Acceptable Use of the District's  
Electronic Communications System**

**2006–2007 School Year**

**Substitutes are instructed not to use District computers for personal use. They should only use District computers when expressly instructed to do so by a District employee with the authority to authorize use of the computer.**

I understand that if I do use a District computer, my computer use is not private and that the District will monitor my activity on the computer system.

I have read the Employee Agreement for the Acceptable Use of the District's Electronic Communications System in Section VIII of the Handbook, District policies, and the Administrative Regulation included in the employee handbook 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 damage identified in the District's policies and administrative regulation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date