

**EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the District's electronic communications system(s). Through this system(s), 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 educational opportunity comes responsibility. It is important that you read the Jacksonville Independent School District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use 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 has a technology protection measure in place, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE:

1. The account is to be used mainly for educational and administrative purposes, but some limited personal use is permitted.
2. You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
3. Remember that people who receive e-mail from you with a school address might think your message represents the School's point of view.

INAPPROPRIATE USES:

1. Using the system(s) for any illegal purpose
2. Using someone's account without written permission from the Campus Administrator
3. Downloading or installing any software or external data without permission from the District Technology Director or designee
4. Downloading, installing or using copyrighted information without permission from the copyright holder
5. Posting personal information about yourself or others. Submitting or publishing messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
6. Wasting school resources through improper use of the computer system(s)
7. Using the network for financial gain (whether personal or for a business), political or commercial activity
8. Any attempt to gain unauthorized access to restricted information or resources
9. Purposefully misrepresenting yourself or others
10. Disabling or attempting to disable any internet filtering device
11. Encrypting communications to avoid security review
12. Intentionally introducing a virus to the computer system
13. Attaching any device to the network without permission from the District Technology Director or designee.

CONSEQUENCES FOR INAPPROPRIATE USE:

1. Suspension of access to the system(s);
2. Revocation of the computer system account; or
3. Other disciplinary or legal action, in accordance with the District policies and applicable laws.

This Employee Agreement must be renewed each academic year.

I understand that my computer use is not private and that the District will monitor my activity on the computer system(s). 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(s) and in consideration for having access to 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(s), including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I realize that I am responsible for the monitoring of network use by students under my supervision. I will immediately report any violations of the *Electronic Communication and Data Regulations* and/or policy to the campus principal.

Employee Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
Campus: \_\_\_\_\_ Date: \_\_\_\_\_