

# Argyle Independent School District

## Employee Agreement for Responsible Use of the District's Technology Resources

You are being given access to the District's technology resources, meaning electronic communications system and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. [See policies and provisions on use of electronic media in the employee handbook] Please contact the Technology Department at [it@argyleisd.com](mailto:it@argyleisd.com) if you have questions or need help understanding this material.

Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

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 use filtering technology 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.

If you are being issued a District technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

### **RULES FOR APPROPRIATE USE**

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records.
- You must maintain the confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- 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.
- Selection of all new software begins with the AISD Technology Department evaluation and is finalized through approval of the Technology Department.
- Selection of all new hardware begins with the AISD Technology Department evaluation and is finalized through approval of the Technology Department.
- No personal hardware is allowed on the District network unless prior approval is received by the AISD Technology Department.

# Argyle Independent School District

## INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another users posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and “sexting.”
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others’ intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted, or from parents of depicted students who are under the age or 18.
- Wasting school resources through improper use of the District’s technology resources, including sending spam and personal business advertising.
- Gaining unauthorized access to restricted information or resources.
- 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 District’s technology resources;
- Revocation of the account;
- Other disciplinary or legal action, in accordance with the District’s policies and applicable laws; or
- Documentation in employee evaluation system.

# Argyle Independent School District

## REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies or Responsible Use Policy to the campus administration.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the campus administration.

**The employee agreement must be renewed each academic year.**

I understand that my use of the District's technology resources is **not private** and that the District will monitor my activity.

I have read this user agreement and agree to abide by its provisions. In consideration for the privilege of using the District's technology resources, 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, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I understand that in consideration for the District permitting me to use electronic instructional materials or technological equipment for personal business, I assume financial responsibility for usage of such items off school property or outside of a school-sponsored event. All use shall be in accordance with applicable District policies, administrative regulations, and this agreement form. [See policies and provisions on use of electronic media in the employee handbook]

**CAMPUS:** \_\_\_\_\_ **ROOM NUMBER:** \_\_\_\_\_ **PHONE EXT:** \_\_\_\_\_

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

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_