

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

The logo consists of the letters 'AUP' in a bold, black, sans-serif font, enclosed within a black rectangular border.

You are being given access to the District's Technology resources, meaning electronic communication systems and electronic equipment. It is important that you read the applicable District policies, administrative regulations, and agreement form. Please contact the Director of Technology at 361-564-2252 ext 4101 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;
- 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 personnel 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.

INAPPROPRIATE USES

- Using the resources for any illegal purpose
- 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 user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others

