

Employee Acceptable Use Policy

You are being given access to the District's electronic communication system. With this educational opportunity comes responsibility. It is important that you read the District *Internet Safety Policy* and *District Board Policy CQ (Local)* and ask questions if you need help in understanding it. Inappropriate system use will result in the loss of the privilege to use this educational tool, or possible termination of employment. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may inadvertently access areas of adult content and some material you might find objectionable. While the District will take reasonable steps 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 including, but not limited to:

APPROPRIATE USE

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used primarily for identified educational purposes. Limited personal use is appropriate when it is consistent with the District *Internet Safety Policy* and with *Board Policy CQ (Local)*.
- You will be held responsible at all times for the proper use of your account as stated in the District *Internet Safety Policy*.

INAPPROPRIATE USE

- Using the system for any illegal purposes.
- Using any account other than your own.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system,
- Revocation of the computer system account; and/or,
- Other disciplinary or legal action, in accordance with applicable laws.

- ✚ • I understand that my computer use is not private and that the District will monitor my activity on the computer system.
- ✚ • I have read the *District Internet Safety Policy* and *Board Policy CQ (Local)* and agree to abide by the stated provisions.

Employee Name _____ Signature _____

Campus _____ Date _____

**COMPUTER USER-ID
ASSIGNMENT REQUEST FORM (New Employees)**

River Road Independent School District

CAMPUS NAME

Employee First Name _____

Employee Last Name _____

Employee Staffing Position _____

Employee Requested network password (minimum 8 no. or letter combo.)

Employee Signature _____

Date _____

Employee MUST sign *Employee Acceptable Use Policy* on reverse side of this form for this request to be valid.

Campus Authorization Signature _____