

Longview Independent School District
Employee Agreement for Acceptable Use of the Electronic Communications System – 2007 - 2008

The Longview Independent School District has established a District electronic communications system* to facilitate the educational process and administrative services. The District network includes access to the Internet providing resources such as electronic databases, reference materials and virtual tours that extend educational experiences far beyond those currently available through other means.

Use of the District electronic communications system comes with certain responsibilities. It is important that you read the District acceptable use 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.

It is possible that you may run across objectionable material when accessing the Internet from the Longview ISD electronic communications system. While the District will use filtering technology to restrict access to such material, it is impossible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. The District may suspend or revoke your access if you violate the rules.

* Longview ISD electronic communications system (Longview ISD network) – a system of networked resources including classroom and lab computers and printers, networked and non-networked instructional software, file and printer sharing and electronic resources available through the Internet.

Access and Uses

- You are being assigned a District electronic communications system account and will be responsible at all times for its proper use, including proper management of your email account and network storage. You are responsible for the safekeeping of your password.
- You will use the District network, including the Internet, for work-related uses. Limited personal use is permitted as long as this does not interfere with job responsibilities, imposes no financial burden on the District nor degrades or disrupts network performance.
- You will be aware of copyright laws and will adhere to them.

Inappropriate Uses

- You will not share the password for your account with others.
- You will not access other users' accounts including files and/or other documents without permission.
- You will not use the Internet for political or commercial activity.
- You will not use the system to threaten or harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- You will not send/post messages under a false identity.
- You will not send/post unsolicited junk mail or chain letters.
- You will not use inappropriate language (no swearing, vulgarity, ethnic or racial slurs, or any inflammatory or threatening language).
- You will not attempt to harm equipment, materials, data, or gain unauthorized access to restricted information or resources.
- You will not knowingly disrupt the network including infect a computer or network with a virus.
- You will not disable any Internet filtering device.
- You will not encrypt communications to avoid security review.
- You will not install any software program to a district computer without permission.
- You will not download large files unless absolutely necessary.
- You will not use the system for illegal purposes.
- System users supervising students' use of the District electronic communications system will provide training emphasizing the appropriate use of the resource and will monitor students' use.

Disclaimer

The District electronic communications system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

I understand that my computer use is not private. Network administrators may review files and communications to maintain system integrity and insure the system is used responsibly.

I have read the District's electronic communications system employee agreement and agree to abide by these provisions. I understand that violation of these provisions may result in suspension or revocation of system access or other disciplinary or legal action, in accordance with the District policies and applicable laws.

Name (print) _____ Title/Position _____

Signature _____ Department/Campus _____ Date _____