

**ANTHONY INDEPENDENT SCHOOL DISTRICT  
EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC  
COMMUNICATIONS SYSTEM**

**SECTION A**

You are being given access to the District's electronic communications system. Through this system, 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 opportunity comes responsibility. It is important that you read the 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 of using 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 that you (or your parents) 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.

**RULES FOR APPROPRIATE USE**

You will be assigned an individual account, and you are responsible for not sharing the password that account with others. The account is to be used mainly for educational or administrative purposes, but some limited personal use is permitted if the use:

- Imposes no tangible cost on the District;
- Does not unduly burden the District's computer or network resources; and
- Has no adverse effect on an employee's job performance or on a student's academic performance.

**SECTION B**

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.

Remember that people who receive E-mail from you with a school address might think your message represents the school's point of view.

**SUMMARY OF INAPPROPRIATE USES**

- Using the system for any illegal purpose;
- Disabling or attempting to disable any Internet filtering device;
- Encrypting communications to avoid security review;
- Borrowing someone's account without permission;
- Downloading or using copyrighted information without permission from the copyright holder;
- Intentionally introducing a virus to the computer system;
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal;
- Wasting school or District electronic resources through improper use of the computer system; and
- Gaining unauthorized access to restricted information.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, which could include termination in accordance with the Employee Code of Conduct and applicable laws.

## **E-mail and Network System Policy**

E-mails accounts are being set to the limits listed below to better manage server space:

- Administrators-1 Gigabyte
- Teachers-100 Megabytes
- Students-3 Megabytes
- Seniors-5 Megabytes

The BCIS instructor and the Senior Project Coordinator would be each allotted 1 Gigabyte since they require additional space due to their teaching areas.

The GroupWise E-Mail system utilized by the Anthony Independent School District (AISD) is provided as a communication tool for our students and employees. Users of this system shall follow the guidelines set forth by the Acceptable Use Policy in the use of email, composition of electronic mail and in the selection of recipients.

This policy shall be effective at all AISD locations and applies to all system users at any location, including those using privately owned computers or systems to access district's computer and network resources. This policy is not intended to inhibit access to information services nor to inhibit the transfer of information of educational value. However, use of such services to access or attempt to access information not intended for public display or use, or to circumvent or violate the responsibilities of system users or system administrators as defined in this policy is prohibited.

**Any information sent via e-mail becomes a district record that may be accessed and its contents disclosed by the AISD.**

Any requests for viewing such information will be subject to an administrative processing fee which will be determined based on the number of individual requests, the amount of time necessary to retrieve said information, and duplication costs.

Under appropriate circumstances, the superintendent and/or the systems administrator may need to view electronic mail messages. It is also possible that others may view mail messages inadvertently, since there is no guarantee of privacy for an electronic mail message. If confidentiality is a priority, alternative methods of communication should be considered.

**System Users** (district employees, board members, students) are responsible for:

- a. Understanding, agreeing to, and complying with this policy and the Acceptable Use Policy governing district computer and network resources and with all federal, state and local laws applicable to the use of computer facilities, electronically encoded data and computer software.
- b. District employees and board members of the AISD are advised to use only the official e-mail address as issued by the district when conducting district business.
- c. Safeguarding passwords and/or other sensitive access control information related to their own accounts or network access. Such information must not be transmitted to, shared with, or divulged to others. Similarly, system users must recognize the sensitivity of all other passwords and computer or network access information in any form, and must not use, copy, transmit, share or divulge such information. Any attempt to conduct such actions by a system user is a violation of this policy and could result in loss of email privileges, network access, and/or be held accountable for damage caused to equipment or loss of data.
- d. Taking reasonable precautions, including personal password maintenance and file protection measures, to prevent unauthorized use of their accounts, programs or data by others.

e. Ensuring accounts or computer and network access privileges are restricted to their own use only. System users must not share their accounts, nor grant accounts to others, nor otherwise extend their own authorized computer and network access privileges to others.

f. Using accounts or network access only for the purposes for which they were authorized and only for district-related activities. Use of accounts or network access to conduct a personal or commercial enterprise, or to promote or advertise a personal commercial enterprise is prohibited. Transmitting or making accessible offensive, obscene or harassing materials, and transmitting or making accessible chain letters, etc, are prohibited. Unauthorized mass electronic mailings and newsgroups are prohibited. The intentional or negligent deletion or alteration of information or data of others, intentional or negligent misuse of system resources, intentionally or negligently introducing or spreading computer viruses, and permitting misuse of system resources by others are prohibited. Users misusing system will be subject to loss of email privileges, network access, and/or be held accountable for damage caused to equipment or loss of data.

g. Representing themselves truthfully in all forms of electronic communication. System users must not misrepresent themselves as others in electronic communications.

h. Respecting the privacy of electronic communication. System users must not obtain nor attempt to obtain any electronic communication or information not intended for them.

**System Administrator.** Unless otherwise stated, system administrators have the same responsibilities as system users. However, because of their position, system administrators have additional responsibilities and privileges for specific systems or networks. For systems which they directly administer, system administrators are responsible for:

a. Preparing and maintaining security procedures that implement district security policies that address such details as access control, backup and disaster recovery mechanisms and continuous operation in case of power outages.

b. Take reasonable precautions to guard against corruption, compromise or destruction of computer and network resources. Reasonable precautions for system administrators exceed those authorized for system users. System administrators may also intercept or inspect information en route through a network, under appropriate circumstances (i.e. illegal entry in the system or hacking).

c. Treating the files of system users as private. It is recognized that a system administrator may have incidental contact with system user files, including electronic mail, in the course of his or her duties. The contents of such files must be kept private. Deliberate access to system user files is authorized only in the event of a suspected security breach (if essential to maintain the system(s) or network(s) for which the system administrator has direct administrative responsibility, or if requested by or coordinated with the system user.

d. Ensuring that district network (e-mail) addresses are assigned to only AISD board members, employees, and students.

e. Limiting access to root or privileged supervisory accounts. In general, only system administrators should have access to such accounts. System users should generally not be given unrestricted access to root or privilege supervisory accounts unless warranted (such as system maintenance performed by qualified engineers). As with all accounts, authorization for root or privileged supervisory accounts must be approved in accordance with this policy.

Acceptable use of group e-mail to communicate district business to employees, board members, and students of the AISD is set forth below:

a. The district may, as needed, use group e-mail to communicate with all employees, board members, students, or other organizations on matters of district business that require immediate notification or that are of a sufficient level of importance to warrant special attention.

b. District personnel may elect to use group e-mail to communicate with students or parents in regard to information of educational value and/or school assignments or programming.

c. The use of any such group e-mails must be approved by the immediate supervisor and should be limited to those matters that affect the majority of the defined group.

**Section C**

I understand that my computer use is not private and the District may monitor my activity on the computer system to ensure appropriate use in accordance with the District's electronic communications systems policy (CQ-Local) and administrative regulations (Agreement for Acceptable Use of the Electronic Communications System).

I have read the AISD Employee Agreement for Acceptable Use of the Electronic Communications System, and the electronic communications system policy (CQ-Local) and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages to any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_