

Pasadena Independent School District

Electronic Communications Network/Internet Employee/Community Acceptable Use Agreement

The district network is a primary source for voice, video, and data transmission, communication, storage, and application delivery. The internet is a primary source for research, information and communication. Access to the Internet is provided to PISD employees and community members in order to take advantage of innovative instruction methodology and workplace technological advancements. Along with this privilege come responsibilities.

PISD reserves the right to audit network and systems on a periodic basis to ensure compliance with this agreement and all associated policies. Any employee/community member found in violation of this agreement can be subjected to disciplinary action up to and including termination of employment and legal prosecution.

NETWORK USE

While using networked resources:

- Do not share passwords. The district will require passwords to be changed on a regular basis.
- Do not make your password available to others.
- Do not login using an unauthorized account, another users account, or allow students to access an employee's account.
- Do not view, modify, move, copy or delete folders or files unless given permission by the owner or authorized district personnel.
- Do not connect any personal devices, other than external storage drives, to the district network.
- Do not waste or monopolize network resources.
- Employees shall only access applications, reports, data, that are pertinent to their job responsibilities. District Administrators attempt to establish permissions and security profiles for all employees; however, conflicts sometime occur. Please notify appropriate administrative staff if you find potential permissions errors.
- Certain positions within district require access to confidential information. All district policies regarding confidential information must be adhered to through network and electronic communications.
- All work/intellectual capital created using district systems remains the property of PISD.
- The network systems may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
- Use for commercial, income-generating or "for profit" activities, product advertisement, or political lobbying is prohibited.

INTERNET USE

- Use of the Internet by students must be supervised.
- The Internet should be used primarily for educational/district related purposes. All activity on the Internet is being recorded and can be monitored. Limited personal use shall be permitted if the use:
 - Imposes no tangible cost to the District;
 - Does not unduly burden the District's computer or network resources;
 - Has no adverse effect on an employee's job performance or on a student's academic performance; and/or
 - Is not used in any way for personal gain.

- Do not download files, run programs or install applications without consent from appropriate administrative staff.
- Follow Copyright laws and Fair Use guidelines.
- When uploading files or posting web sites, follow the district Web Publishing Procedures and Guidelines.
- If you access an inappropriate web site, or observe others doing so, terminate the session immediately and notify appropriate administrative staff.
- Work created using District systems remains the property of PISD.

ELECTRONIC COMMUNICATION

- District e-mail should be used primarily for educational/district related purposes.
- Chain mail, e-mails that “must be forwarded x number of times”, and other unsolicited junk email is prohibited.
- Mass distribution emails must be approved by District Communications Department unless pre-authorization/permissions have been granted.
- Use appropriate language and follow proper e-mail etiquette, which includes refraining from SPAM (unauthorized or unsolicited mass mails).
- If you receive an inappropriate or unwanted message, close the mail and notify appropriate administrative staff.
- Do not view, modify, move, copy or delete messages intended for others unless given permission by the owner or appropriate administrative technology staff.
- Work created using District systems remains the property of PISD.

DISCLAIMER

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its negligence or user errors or omissions. In the process of protecting the network, PISD cannot guarantee the confidentiality of information. The district is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district’s network/internet/electronic communications systems.

Dept/Campus

Date

Print Name

Signature

Employee Number

Copies Distributed:

Original-Location (Campus/Department)

Copy-Employee