

Employee Acceptable Use Guidelines of the Electronic Communications System

When a school district establishes Internet/network services, the District's specific purpose is to enhance the learning process and improve administrative services. All District employees must conduct their use of Internet/network resources in a manner consistent with SFISD policies. Acceptable use falls into several categories:

Safety of Self and Others:

- System users will report to their supervisor/administrator any message received that is inappropriate or makes them feel uncomfortable.
- System users will follow appropriate etiquette for both the SFISD network and the Internet to include but not limited to the following:
 - Will not use the system to harm the reputation, harass, or threaten others.
 - Will use appropriate language for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language).
 - Will not transmit (send or receive) obscene pictures or messages.

Access and Uses:

- System users will use the Internet/network mainly for work-related uses, but some limited personal use is permitted as long as this use does not interfere with the employee's job responsibilities nor imposes costs on the district.
- System users will not send messages under a false identity.
- System users will not access personal email accounts.
- System users will not access email of other users.
- System users will not access files and/or documents of other users without permission.
- System users will not use the Internet for financial gain or for political or commercial activity.
- System users will not use the system for purchasing products or services.
- System users will not access inappropriate content for any purposes.

Copyright Laws:

- System users will not download and/or install unauthorized software or digital media.
- System users will strictly adhere to copyright laws, including Fair Use Guidelines <http://www.copyright.gov/fls/fl102.html>.
- It is the system user's responsibility to obtain any necessary written permission granting the authority to publish any copyrighted materials, including but not limited to: photographs, images, cartoons, logos, digital sound, and music files.

Illegal Activities:

- System users will not use the system for illegal purposes or any other activity prohibited by the District policy.
- System users will not download and/or install illegal or illegally obtained software, or personally owned software to include but not limited to: freeware, shareware, hackware, etc. on SFISD equipment.

System Security:

- System users will not attempt to harm, vandalize, or destroy equipment or materials.
- System users will not attempt to delete or modify system data or software.
- System users will not intentionally infect a computer or network with a virus.
- System users will not engage in activities that disrupt the performance of the network.
- System users will not disclose passwords, except to authorized SFISD Network system administrator personnel. Do not post your username or password where others can view it.
- System users will always report any known violations of the SFISD Acceptable Use Guidelines to a supervisor/administrator.
- System users will not access remote systems outside the SFISD network to include but not limited to ftp, personal websites, personal remote email accounts, etc.
- System users will not gain unauthorized access to system passwords in an attempt to obtain District resources and information.
- System users will not attempt to circumvent SFISD network security including but not limited to hackware, freeware, and unauthorized shareware.
- SFISD will periodically examine the contents of files to ensure responsible use of the system.

Respect for System Limitations:

- System users will not download files from outside the SFISD network without prior approval from system administrator.
- System users will delete outdated files on a regular basis and at the end of the year.

Employee Agreement for Acceptable Use of the Electronic Communications System

I have read the Employee Acceptable Use Guidelines of the Electronic Communications System and agree to abide by the provisions contained within the document. I understand that I can be disciplined if I violate the Employee Agreement for Acceptable Use of the Electronic Communication System. Such discipline may consist of the revocation of Internet/network access up to and including termination, based on the seriousness of the violation.

Employee Name (print)

Signature

Date

Campus

Position