

## **Sabine Pass ISD Technology Responsible Use Agreement for Employees**

District employees will be given access to Sabine Pass ISD's network and technology resources. At Sabine Pass ISD, we use the network and technology resources as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (computers, tablets, laptops, iPads, netbooks, cell phones, e-readers and more).

As a Sabine Pass ISD employee, you are expected to help students use new technologies in a meaningful, safe, and responsible way. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity.

In accepting this agreement, employees acknowledge the following rules and conditions:

I will use technology in a meaningful, safe and responsible way.

- I understand that I represent the school district in all my online activities. Additionally, I understand that what I do on social networking websites should not reflect negatively on students, teachers, or on the District.
- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
- I understand that only students with proper authorization should be allowed to access the network or Internet.
- I understand that all student use of the Internet is to be vigilantly supervised.
- I will refrain from attempting to bypass or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, web-based services and/or software not approved by the Sabine Pass ISD Technology Department.
- I will respect the intellectual property of other users and information providers. I will obey copyright and fair use guidelines.

- I will use technology resources productively, appropriately, and primarily for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will use email and other means of communications (e.g. blogs, wikis, Podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will not use District resources for the promotion of commercial goods or services for personal gain; and/or for political advertising, lobbying, or campaigning. Limited personal use is permitted as long as this does not increase the cost to the District or interfere with the operations of the network or with the performance of the employee's duties.
- I understand that all district equipment, the district network, the district cloud based service and my school network and email accounts are property of SPISD and can be monitored at any time.
- I will conserve District resources through the proper use of printers, server space, video or audio streaming, and network bandwidth.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

I will use technology in accordance with the laws of the United States and the State of Texas:

- Criminal acts – These include, but are not limited to, "hacking", or attempting to access computer systems without authorization, harassing email, cyberbullying, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel laws - Publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

I understand and will abide by the above Technology Responsible Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, and /or referral to law enforcement.

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**Employee Name (please print)**

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**Employee Signature**

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**Date**