

# Harper Independent School District



## Employee Agreement for Acceptable Use Policy and Application for Account and Computer Usage

### School Year 2010-2011

You are being given access to the Harper Independent School 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 you might find objectionable. While the District will take reasonable steps 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**

- The account is to be used mainly for educational purposes, but some limited personal use is permitted. [See CQ(LOCAL)]
- 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.
- Students and children of staff are prohibited from using teacher and staff computers.
- Teachers or Staff may not log into computers for a student using their staff login.

#### **INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

#### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable law.

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I understand that my computer use is not private and that the District will monitor my activity on the computer system, including, but not limited to, my e-mail messages.

I have read the Harper Independent School District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the Harper Independent School 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 of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the Harper Independent School District's policy and administrative regulations.

Signature \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home telephone number \_\_\_\_\_

The Harper Independent School District's login is based on my name. My preferred spelling is listed below and will be used to create my username for network logins and e-mail. I understand that what I list below must be my legal name. (i.e. Many people sign legal papers with Dan instead of the Daniel on their birth certificate and others use their middle name for their common name.) This form will be effect from the signed date until I resign or until I fill out a new form.

First Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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(Technology Staff Use Only)

Username: \_\_\_\_\_ Created: \_\_\_\_\_ By: \_\_\_\_\_