

CALDWELL INDEPENDENT SCHOOL DISTRICT FACULTY/EMPLOYEE ACCESS CONTRACT

The Caldwell Independent School District (CISD) provides administrative, instructional, and research computing support for CISD and other organizations associated with the CISD and State of Texas Education Agency. CISD faculty/employees are subject to a high standard of computing ethics to ensure the privacy of data for the authorized users of CISD computing resources.

Because of the unique position that the faculty, administrators, and staff of CISD have been placed in, there is a high regard for privacy and security of data of authorized, users; thus all faculty/employees, including staff, administration, other employees and associates are to adhere to a **code of computing ethics**.

CISD standards of computing ethics are:

- A network/Internet account is to be used only by the authorized user of the account.
- The account is to be used only to support the completion of assigned duties as a CISD employee, staff member or associate.
- Account passwords are assigned to each individual and are not be given to another individual.
- Each account holder is responsible for changing passwords in accordance with security policies of CISD.
- Individual will not request a user to disclose his/her password. (Exception: if requested service is impossible to provide without the user's password, the authorized user of the account must change the password as soon as the computing service employee has completed the requested service.)
- Programs, files, e-mail, or data belonging to others will not be accessed, altered, or copied without prior authorization from the owner. In general, this authorization must be in writing. Routine maintenance is exempt from this requirement. In most cases where system integrity is an issue, immediate intervention may be taken. Such intervention is to be limited in its scope and is to be reported to the appropriate CISD systems administrator.
- In most cases where local authorities, government officials, or other appropriate agencies require access in conjunction with an investigation, the request will be in writing and reported to the appropriate CISD systems administrator as soon as practical.
- Software license and copyright conditions:
 - CISD faculty, employees and associates must comply with software license agreements and copyright conditions.
 - CISD faculty, employees and associates will use network software only in accordance with software license agreement.
 - CISD faculty, employees and associates will not be a party to unauthorized use or copying of software.
- Information concerning faculty, employees and associates and their network/Internet accounts is to be treated as privileged information and will not be discussed except as necessary to perform their assigned duties.
- Sensitive information on the security of operating system procedures will not be divulged to anyone without a demonstrated *need-to-know*.

CISD faculty, employees, staff, administration and associates are cautioned that any violation of computer ethics standards contained in this document may be grounds for disciplinary action. Depending on the seriousness of the violation such actions may include termination of employment, expulsion, financial restitution for unauthorized use of services, and misdemeanor or felony charges in a court of law.

CISD staff, faculty, administration and associates are expected to conduct themselves in accordance with the regulations and responsibilities as published in the Employee Handbook.

Mr. Andrew Peters, Superintendent of Schools

CERTIFICATION

I have read the preceding Code of Computing Ethics and understand the standards of conduct expected of me as an employee, staff member, faculty member, administrator or associate in the Caldwell Independent School District.

Employee Name
(Please Print)

Campus/Department

Employee Signature

Date