

Giddings ISD - Employee Acceptable Use Policy

2014-2015

Electronic Communications System and the Internet

Giddings Independent School District provides a wide variety of technological resources to students and staff for the purpose of achieving its educational mission. These resources are provided and maintained at the District's-and therefore the public's-expense. Members of the school community are to use them responsibly and as good stewards of this community resource.

Utilizing district technology and the district network requires that all users conduct themselves in a professional, responsible, ethical, and polite manner at all times. It is important that users understand the Giddings ISD policy, administrative regulations, and user agreement form. Users are advised to seek guidance if items are unclear. Inappropriate use will result in the consequences included in this document.

Please note that the Internet is a network of many types of information. Some of the information is appropriate for a school setting and some of it isn't. While Giddings ISD will take reasonable steps to restrict access to inappropriate material, it is not possible to prevent access completely. It will be the user's responsibility to follow the guidelines for acceptable use. Employees may request that blocked content be unblocked when needed for professional, educational, instructional, or administrative purposes. District administration will review requests and determine if access will be allowed.

Guidelines for Appropriate Use

Giddings ISD expects all members of the school community to exercise good judgment in the use of computer equipment, peripherals, and the network. Use of these resources should primarily be related to professional, educational, instructional, and administrative purposes. However, limited personal use of the system shall be permitted if the use:

- Is consistent with applicable laws, Giddings ISD policies, administrative procedures, and regulations;
- Does not unduly burden the District's computer or network resources;
- Has no adverse effect on an employee's prompt and efficient job performance or on a student's academic performance;
- Is not used for commercial for profit purposes or political purposes;
- Imposes no tangible cost to the District or other users.

Employees are responsible for following the Guidelines for Appropriate Use when accessing the internet on their own technological devices via the district owned wireless network. Users assume responsibility for the maintenance of their personal devices including virus protection and security.

All electronic communication from you as a Giddings ISD employee may be monitored. This communication should represent the highest standard of quality, professionalism, and good judgment. It is not permissible for users to delete, copy, or add software, including freeware, to district computers without approval from the District.

Privacy

The district email system is a resource for employees and students to help achieve the educational mission of the District. Email records are maintained by the Giddings ISD technology department. While GISD respects the privacy of its employees, the District may monitor and review email messages sent and received by employees. GISD reserves the right to disclose any electronic message to law enforcement, and in some instances, may be required to disclose information to the public as a result of Open Records Requests. Employees are encouraged to use a personal email account to send email messages of a personal nature.

The Internet and district computers are not inherently secure or private. Users are urged to be caretakers of their own privacy and are encouraged refrain from storing and sending sensitive or private information on district computers or the network.

Inappropriate Use

- Account Borrowing, gaining access to someone's account, or sending messages from someone else's email account is prohibited. Employees are responsible for their own access to the network. Sharing access with others or using someone else's identity;
- Use of GISD computers, network, or resources for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material) is prohibited.
- Posting or transmitting personal, confidential information about a student or employee of the district without permission including posting student pictures or work on the internet without parent permission;
- Knowingly downloading prohibited or harmful files or software on the District's network;
- Gaining access to restricted content by bypassing the GISD internet filter;
- Disruptive use: GISD technology, network, and resources may not be used in a way that interferes with or disrupts other users, services, or equipment. Examples include, but are not limited to:
 - Distribution of large quantities of information that overwhelm the system (mass mailings, forwarded chain letters, Internet hoaxes, network games, business solicitations, broadcast messages, or similar material);
 - Waste of school resources through improper use of the system such as excessive printing;
 - Distribution of unsolicited advertising (spam);
 - Propagation of computer viruses;
- Unauthorized access to or destruction of GISD computers or resources accessible through the District's network (hacking).
- Other uses deemed inappropriate by District Administration.

Consequences for Inappropriate Use

Violation of any of the Acceptable Use Policy may result in one or more of the following:

- Suspension or limited access to the system
- Revocation of the User Account
- Other disciplinary action, in accordance with GISD Policy and applicable law.

**Employee Agreement for Acceptable Use Policy
Electronic Communications System and the Internet
2014-2015**

I have read the terms and conditions for use of the Giddings ISD electronic communications system as stated in the Employee Acceptable Use Policy. I agree to abide by the provisions of the policy.

I understand that my computer use is not private and that Giddings ISD will monitor my activity on the computer system. I understand that use of the GISD electronic communications system, computers, and network is a privilege that may be limited, suspended, or revoked for violation of this agreement. I understand that violations may also result in other disciplinary action, in accordance with GISD Policy and applicable law.

Printed Name _____

Signature _____

Campus/Department _____

Position/Title _____

Date _____

Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Giddings ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

*To download an electronic copy of the employee handbook,
go to www.giddings.txed.net and click the Staff tab*

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

- I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Business Office if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your department or campus secretary.