

SOAP LAKE SCHOOL DISTRICT GENERAL COMPUTER USE POLICY

THIS AGREEMENT (the "Agreement") is hereby made and entered into by and between the Soap Lake School District (herein, "the District") and _____ (herein, "You" or "the Employee") and entered into on this date: _____ and will continue as long as you are employed by the District.

You hereby warrant that you agree and understand that as an Employee, you are responsible for securing the District's network and computing systems against unauthorized access and/or abuse. Any attempt to violate any provision of this policy will result in disciplinary action, up to and including immediate termination.

You hereby warrant that you agree and understand that as an Employee you are responsible for obeying all local, state, federal and international laws regarding the use of our computers. Any attempt to break those laws through the use of the District's computers or network may result in charges and fines being levied against you. In such an event, You hereby agree and understand that the District will fully cooperate with authorities to provide any information necessary.

You further hereby warrant that you agree with and understand the following:

SECTION 1: GENERAL COMPUTING AND OFFICE POLICY

When you receive a user ID to be used to access the network and computer systems on that network, including both our internal network and any external network such as the Internet and commercial online services, you hereby agree and understand that you are solely responsible for all actions taken while using that user ID. And that:

1. Applying for a user ID under false pretenses is a punishable disciplinary offense.
2. Sharing you user ID with any other person is prohibited. If you do share your user ID with another Person, you will be solely responsible for the actions that other person appropriated.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
4. Use of facilities and/or services for other commercial purposes is prohibited.
5. Use of facilities and/or services for **inappropriate or excessive** entertainment purposes is prohibited.
6. Use of facilities and/or services for immoral, illegal or unethical purposes is prohibited.
7. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation regardless of system location of time duration.
8. Removal of any district property is prohibited.
9. Use of the District fax machine, postage machine and copier is for District purposes only. **However, District employees may reimburse the District for incidental personal use as per the posted fee schedule.**

SECTION 2: GENERAL E-MAIL AND VOICE MAIL POLICY

You hereby agree and understand that the District's e-mail, Internet access and voice mail systems (which are provided for your use) are for District use only. As such, you hereby agree and understand that the District may monitor e-mail, Internet access and voice mail systems at will, including the full content of any messages therein, without further disclosure to you.

You hereby warrant that you understand that whenever you send electronic mail, your name and user ID are included in each mail message. You are, therefore, responsible for all electronic mail originating from your user ID. Further:

1. Forgery (or attempted forgery) of electronic mail messages is prohibited.
2. Attempts to read, delete, copy or modify the electronic mail of other users are prohibited.
3. Attempts at sending harassing, obscene and/or other threatening email to another user are prohibited.
4. Attempts at sending unsolicited junk mail; "for-profit" messages or chain letters is prohibited.

SECTION 3: NETWORK SECURITY POLICY

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitation of the remote system/local, is prohibited.
3. Decryption of system or user passwords is prohibited.
4. The copying of system files is prohibited.
5. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
6. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
7. The attempts to secure a high level of privilege on Network systems are punishable disciplinary offenses.
8. The willful introduction of computer viruses or other disruptive/destructive programs into the District's network or into external networks is prohibited.
9. **Personal home computers are not allowed on the district network without prior approval and inspection by the Technology Coordinator. If use is approved, the District cannot be held responsible for damage or theft of the personal home computer hardware or software while it is connected to the network or on District property.**

This is a legally binding Contractual Agreement. Some or all of the provisions contained herein may survive your employment with the District. Your signature below indicates that you thoroughly understand and accept these policies as a material condition of your employment and that any violation of any of these provisions may result in severe disciplinary action by the District against You up to and including immediate termination.

**AGREED,
For and on behalf of the Soap Lake School District:**

Signature _____ Please Print Name _____ Date _____

Employee:

Signature _____ Please Print Name _____ Date _____