

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT CQ (EXHIBIT)

EXHIBIT C

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the 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 communications and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology 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 only for educational purposes, but some limited personal use is permitted.
- 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.
- Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:
 1. Imposes no tangible cost on the District;
 2. Does not unduly burden the District's computer or network resources; and
 3. Has no adverse effect on an employee's job performance or on a student's academic performance.
- Please note that chain mail or mass emails are not considered to be "limited" personal use. Therefore, any messages sent to a large number of recipients will be considered a violation of our local policy. Computer privileges may be revoked or other disciplinary action imposed for persons violating the rules.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder.

- Intentionally introducing a virus to the computer system.
- 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.
- Using electronic resources for purposes that violate the South East Texas Telecommunications (SETTEN) agreement, including for political or personal gain purposes. Using email for personal gain includes any money making projects, fund-raisers, hostess parties, garage sales, etc.

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 laws.
- Determination of inappropriate use will be determined by the Acceptable Use Committee.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

AGREEMENT FORM

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the 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 District's policy and administrative regulations.

Printed Name: _____

Staff Assignment: _____

Signature: _____

Home Address: _____

Date: _____ Home Phone Number: _____

Campus: _____