



Employee Technology and Internet User Agreement Form

Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Because of the expense associated with acquiring this technology and the potential for damage to the equipment through misuse, Reagan County ISD has developed the following specific technology usage rules.

Reagan County ISD is compliant with Children's Internet Protection Act (CIPA) by applying content filtering solutions in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value. Preventative measures are in place to intercept access to materials that are inappropriate for the educational setting, however no safeguards are infallible. The user is ultimately responsible for not seeking or initiating access to inappropriate material. Reagan County ISD is not responsible for the content accessed by users who connect via their own WiFi service (home WiFi, cellphones, air-cards, hotspots, etc.) In addition, any user who engages in conduct that results in a breach of the district's internet usage policy will be disciplined in accordance with the District Policies and/or the Employee Handbook.

Network Usage Guidelines

- Employees are prohibited from using someone else's password, e-mail account, impersonating another individual, or using any method of hiding identities or manipulating IP addresses.
- Employees may not use school resources for any unlawful purpose such as illegal copying, plagiarizing, or illegal installation of software.
- Employees are prohibited from using technology to harass or bully others with inappropriate language, images, or threats.
- Employees are prohibited from accessing any Internet sites containing obscenities or sexually explicit materials.
- Employees are prohibited from using any personal devices to connect to Reagan County ISD's network via Wifi.
- Employees are prohibited from using any other school issued devices that are not specifically assigned to them. In the event that an employee requires a replacement, the technology department must be notified.
- Employees are prohibited from erasing, renaming, or making unusable anyone else's files, programs or disks.

- Employees must observe the guidelines as directed in the Employee handbook regarding the Personal Use of Electronic Communications and Electronic Communications between Employees, Students, and Parents.
- Employees must observe the guidelines as directed in the Employee Handbook regarding Public Information on Private Devices.
- Employees must notify the Technology Department of any breaches of network security within a timely manner.

Offenses

The following actions are not permitted and could result in the consequences outlined per the Employee Handbook and District policy:

- Using the school's network to search for, transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- Users may not bypass school network security measures, either by using a proxy, network tunnel, vpn, personal hotspots, wireless internet cards or any other method.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology on or off campus.
- Users must not share passwords or allow access to their account. Account holders are responsible for all content affiliated with their account or device.
- Users must not violate copyright laws. This includes plagiarism, as well as making illegal copies of school-owned software.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not launch denial of services attacks using personal or work technology (e.g. DOS, DDOS), hack or engage in behavior that attacks the network or internet access.

Technology Tools and Internet User Agreement Policy

"Technology tools" include computers in labs, chromebooks, interactive TV's, ipads, laptops, kindles, projectors and any other forms of technology used in the educational process at Reagan County ISD. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information created, sent or received using school issued devices, on or off campus, is the property of the Reagan County ISD and may be accessed at any time by the school for its review. In the event that a review reveals that this policy has been violated in any way; appropriate action will be taken against the individual or individuals involved.

Non-Compliance

Employees are required to abide by the provisions of the Employee Handbook and administrative procedures. The Director of Technology and District/Campus administrators will deem what is considered to be inappropriate use of the Reagan County ISD's computer network. Failure to do so may result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Violators may be held responsible for reimbursement to Reagan County ISD for any incurred expenses.



EMPLOYEE DEVICE/INTERNET USAGE AGREEMENT

I have read the Reagan County Independent School District Technology and Internet User Agreement, understand it, and agree to adhere to the principles and procedures listed within. I will accept responsibility for Internet use by setting and conveying standards for my students to follow when exploring online information and media on an independent basis. The Reagan County Independent School District cannot be responsible for ideas and concepts that employees may gain by his or her inappropriate use of the Internet. I also understand and accept the conditions stated and agree to release, indemnify, and hold harmless, Reagan County Independent School District from any and all claims and liability associated with or arising from an employee's independent use and/or access to the Internet. I understand that until this agreement is signed and returned, I cannot access Reagan County ISD's network. I also understand that additional rules and regulations may be added periodically and are under the authority of this agreement. Should I break this agreement, I understand that I am subject to consequences deemed appropriate by administration.

Employee Name (Please Print)

Job Title

Employee Signature

Date