

Bridge City Independent School District
Agreement for Acceptable Use of the
Electronic Communications System by Non-Employees

All Bridge City ISD employees have access to the district's electronic communications system. Through this system they are able to communicate with other schools, colleges, organizations, and individuals and have access to hundreds of databases, libraries, and computer services. If you are a non-employee working with BCISD students this access may be available to you as well.

- It is the responsibility of each staff member to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response.
- It is also the responsibility of each staff member to monitor students' online activity for appropriate behavior.

With this **educational** opportunity comes responsibility. It is important that you are aware that the District has a policy, administrative regulations, and an employee agreement. Inappropriate system use by employees, substitutes or non-employees will result in disciplinary action including, but not limited to, the loss of the privilege to use this educational tool.

The internet is a network of many types of communication and information networks. It is possible to access material that you might find objectionable. While the District will take reasonable steps to restrict access to such material (including the use of an Internet content filter), it is impossible to guarantee that such access cannot or will not be gained. It is your responsibility to follow the rules for appropriate use.

GUIDELINES FOR USE BY NON-EMPLOYEES

Inappropriate use includes:

- Using the system for any illegal purpose, for political lobbying, or for promoting a personal business or cause.
- Borrowing another user's account or sharing network password.
- Downloading or using copyrighted information without permission from the copyright holder (including installation of unlicensed software).
- Posting e-mail messages or accessing materials that are abusive, obscene, sexually oriented, threatening or harassing.
- Wasting school resources through the improper use of the computer system such as downloading, distributing, or executing files not specifically related to job function.
- Gaining or attempting to gain unauthorized access to restricted information or resources.
- Vandalizing, damaging, or disabling the system by physical force or by introducing any computer code designed to hinder the performance of a computer's memory, file system, or software.
- Adding hardware or peripheral equipment to District equipment without prior approval.
- Installing software to District equipment without prior approval.
- Copying District software from District equipment to personal equipment without prior approval.
- Accessing or posting to social networking sites or chat rooms is prohibited during the official workday.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system, and/or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

Bridge City Independent School District

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Name _____
Last First

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

I am aware that the District's electronic communications system policy and administrative regulations are available to me, and I 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.

Signature _____ Date _____

Scope of work within BCISD: _____

This form must be signed annually. It will be kept on file in the personnel office.