

Bridge City Independent School District

Agreement for Acceptable Use of the Electronic Communications System by Substitutes

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. In the process of fulfilling your duties as a substitute, 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 cyber bullying 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 either employees or substitutes 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 SUBSTITUTES

- Accounts are to be used **solely for educational purposes.**
- You will be held responsible at all times for the proper use of the system, and the District may suspend or revoke your access if you violate the rules.
- Appropriate access is limited to educational software, productivity software, and Internet resources (not including e-mail).
- Inappropriate use includes
 - Using the system for any illegal purpose.
 - Using the District's e-mail system without appropriate account privileges.
 - Downloading or using copyrighted information without permission from the copyright holder.
 - Wasting school resources through the improper use of the computer system such as downloading or distributing large files not specifically related to job function.
 - Gaining or attempting to gain unauthorized access to restricted information or resource.
- **Accessing or posting to social networking sites or chat rooms is prohibited during the official workday.**
- Only a teacher, trainer, or other employee who has an extracurricular duty may use electronic media, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. The employee shall limit communications to matters within the scope of the employee's professional responsibilities.

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

Agreement Form for Substitutes

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 _____

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