Rev. June 3, 2009

GRANGER INDEPENDENT SCHOOL DISTRICT
COMPUTER AND NETWORK ACCEPTABLE USE POLICY FOR STAFF
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Staff must:

A. Staff must use assigned accounts in support of the educational goals and objectives of the District. Staff will not allow the use of assigned accounts by others.
B. Staff must
    1. avoid personal use of e-mail.
    2. not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising.
    3. not use the network, e-mail system, or Internet connection for political or religious advocacy or on behalf of charitable organizations.
    4. not send any message through the network, e-mail system or Internet connection under someone else's name.
    5. not transmit, request, or receive materials inconsistent with the mission and values of the Granger Independent School District.
    6. not attempt to breach network security or transmit viruses.
    7. not use the network, e-mail system, or Internet connection for sexual or other forms of harassment
C. Staff must use language appropriate for a public system in all communications
D. Staff must respect the copyright and/or software licensing of material received through the Granger Independent School District network, e-mail system, or Internet connection.
E. Staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through Granger Independent School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.
F. Staff must understand that as a matter of law any document pertaining to the public business on a publicly funded system is a public record.

Consequences for Violation. Any violation will be considered a serious matter. Any reports of inappropriate behavior, violations or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____ _____
Employee Printed Name Date

_____ _____
Employee Signature Date

Approved by: _____ date accepted _____date added _____
Username _____ Password _____