

Employee Electronic Communications System Agreement

Communications over the internet are often public in nature, therefore general rules and standards for professional behavior and communications will apply.

Electronic mail is not to be utilized by employees to share personal identifiable confidential information about students or other employees. Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Email and internet use will be monitored and periodically reviewed.

The following behaviors are not permitted on district networks:

1. Sharing personal identifiable confidential information on students or employees.
2. Sending or displaying offensive messages or pictures.
3. Assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition.
4. Using obscene language, harassing, insulting or attacking others.
5. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus.)
6. Violating copyright laws.
7. Unauthorized use of other employees' passwords.
8. Trespassing in others' folders, documents or files.
9. Intentionally wasting limited resources (i.e., broadcast or "spam" mail).
10. Employing the network for commercial purposes.
11. Violating regulations prescribed by the network provider.
12. Personal use, including union activities, shall not interfere with or impair the ability of the employee to perform his/her district duties.
13. Promoting, supporting or celebrating religion or religious institutions.
14. Engaging in the use of "chat or chat lines".

Reports of inappropriate behaviors, violations or complaints will be reported to the employee's supervisor, who will take appropriate action. Violations may result in a loss of access and/or disciplinary action, including termination. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedure, and will sign an acceptable use agreement before being allowed access to the district's network.

I hereby certify that I will abide by the conditions set forth in the Stanfield School District Network User's Code of Conduct.

Employee Name

Date