

**Santa Fe ISD  
Network Acceptable Use Policy  
Employee Agreement Form**

*Use of the network is a privilege, not a right!*

- I understand network use shall be for educational purposes only;
- I understand network use shall be legal, ethical and educationally appropriate;
- I agree to adhere to copyright laws;
- I agree to adhere to network etiquette standards; email is for school business only and replies are to be professional and confidential
- I agree to protect my user identity and login information;
- I agree to protect student information and the confidentiality of their records and understand any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) ;
- I will not try to hide or disguise my identity or pretend to be someone else;
- I understand changing network configurations is prohibited;
- I understand adding non-authorized (personal devices) to the network is prohibited;
- I understand any use of technology for commercial purposes, product advertisement purposes or political lobbying is prohibited [according to Policy GKD (Local)];
- I understand damaging, deleting, or modifying district or staff member files, programs, or disks is prohibited;
- I understand sending unsolicited junk mail or chain letters is prohibited; I understand outgoing email shall have the district confidentiality statement as a footnote; I understand student use shall be monitored at all times by SFISD staff;
- I understand participation in chat rooms, blogs, message boards, and forums is allowed only for educational purposes and must be pre-approved prior to use;
- I understand all social networking accounts are to be set to private, my privacy setting to “friends only” and I am to decline students as friends on my social network.
- I understand I am to immediately report my supervisor any cyber bullying, cyber stalking or other inappropriate activity by other users.
- I understand non-compliance or misuse of network privileges may result in disciplinary action or criminal prosecution.

**Name (Please Print)** \_\_\_\_\_

**Campus** \_\_\_\_\_ **Work Phone/Ext.** \_\_\_\_\_

**Position/Department** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_