

Hawkins County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employee Use of Electronic Access Agreement	Descriptor Code: 1.805	Issued Date: 09/04/14
		Rescinds: 1.805	Issued: 03/12/09

1 In accordance with Board Policy, the following procedures are to be followed by all employees who
 2 access the district's computer system, please sign this agreement and return it to your supervisor.

3 1. I agree to use electronic resources made available by HCS in a responsible and professional
 4 manner. I will not seek, copy, or use materials that are objectionable or inappropriate for an
 5 educational institution. I understand that inappropriate use includes, but is not limited, to any
 6 messages or files sent, received (solicited), or stored that indicate or suggest pornography,
 7 unethical or illegal solicitation, racism, violence, sexism, harassment, bullying, and
 8 inappropriate language.

9 2. I understand that I cannot be held responsible for the receipt of unsolicited materials, which
 10 may be unacceptable or unlawful, but that it is my responsibility to destroy the objectionable
 11 material without delay and, if appropriate, to notify my supervisor and the proper legal
 12 authorities regarding the said material.

13 3. I understand the use of the district computer system must be in conformity with state and
 14 federal law and district policy. Use of the system for commercial solicitation is prohibited. Use
 15 of the system for charitable purposes must be approved in advance by the director of schools.

16 4. I understand that the system constitutes a public facility and I will not use the system to support
 17 or oppose political candidates or ballot measures.

18 5. I agree that I will not use the system to disrupt the operation of others and will not attempt to
 19 use malicious programs, harass other users, or attempt to gain unauthorized access to any
 20 resources. I will never share my password with other users (unless it is necessary for technical
 21 troubleshooting) and I will never ask another user for his/her password.

22 6. I understand that the system administrator has access to all electronic files and I have no
 23 expectation of privacy with respect to electronic files or email. I also understand that, while the
 24 system administrator will not normally inspect the contents of electronic files or emails, the
 25 Hawkins County Schools reserves this right for business purposes as well as for disciplinary or
 26 legal actions.

27 7. I understand that all teachers and staff are responsible for backing up their files and transferring
 28 files to new equipment as needed. I also understand that personal files should never contain
 29 confidential student or employee information. I understand that portable storage devices such
 30 as flash drives, iPads, iPods, mp3 devices, etc., should never be used to store and transfer

1 confidential information. Please do not store personal pictures such as wedding, vacation
2 pictures on your work computer.

3 8. I will not install or use any hardware/software to an HCS computer that is not approved by the
4 HCS Technology Department.

5 9. I will not connect any personal computer to the HCS network without written permission from
6 the HCS Technology Department.

7 10. I will not connect any equipment (routers, switches, wireless access points, etc.) to the HCS
8 network. I will not remove or move equipment on the HCS network without written permission
9 from the HCS Technology Department.

10 11. I understand that our district's email system is for educational business only and I will not
11 distribute, by individual or group, any solicitation of a personal, commercial, or political nature.

12 12. I understand that violation of this agreement may result in disciplinary action as determined by
13 the director of schools.

14

15 **Employee Signature**_____

Date:_____

16

17 **Supervisor's Signature**_____

Date:_____