

**Acceptable Use Policy
Employee Agreement for Acceptable Use of the
Electronic Communications System**

RULES FOR APPROPRIATE USE

- The account is to be used mainly for educational purposes, but some limited personal use is permitted
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws

I understand that my computer use **is not private** and that the District **will monitor** my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and 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.

Employee Signature

Date: _____

Print Name

Campus: _____

Please return the signed form to Central Office, or you can mail it to:

Tricia Corey
AHISD Technology Department
6900 Broadway
San Antonio, TX 78209