



Pasadena Independent School District

Employee/Community Members Acceptable Use Policy-CQ(Local)

The internet is a primary source for research, information and communication. Access to the Internet is provided to PISD employees and community members in order to take advantage of innovative instruction methodology and workplace technological advancements. Along with this privilege come responsibilities.

NETWORK USE

While using networked resources, do not:

- Share passwords.
- Make your password available to others.
- Login using an unauthorized account.
- View, modify, move, copy or delete folders or files unless given permission by the owner or authorized district personnel.
- Waste or monopolize network resources.

INTERNET USE

- Use of the Internet by students must be supervised.
- The Internet should be used primarily for educational purposes, and activity on the Internet is being recorded and monitored. Limited personal use shall be permitted if the use:
 - Imposes no tangible burden cost to the District;
 - Does not unduly burden the District's computer or network resources;
 - Has no adverse effect on an employee's job performance or on a student's academic performance; and/or
 - Is not used in any way for personal gain.
- Do not download files, run programs or install applications without consent from appropriate administrative staff.
- Follow Copyright laws and Fair Use guidelines.
- When uploading files or posting web sites, follow the district Web Publishing Procedures and Guidelines.
- If you access an inappropriate web site, or observe others doing so, terminate the session immediately and notify appropriate administrative staff.

ELECTRONIC COMMUNICATION

- District e-mail should be used primarily for educational purposes.
- Use appropriate language and follow proper e-mail etiquette, which includes refraining from SPAM (unauthorized or unsolicited mass mails).
- If you receive an inappropriate or unwanted message, close the session and notify appropriate administrative staff.
- Do not view, modify, move, copy or delete messages intended for others unless given permission by the owner or appropriate administrative technology staff.
- Work created using District systems remains the property of PISD.
- In the process of protecting the network, PISD cannot guarantee the confidentiality of information.

Pasadena ISD reserves the right to audit network and systems on a periodic basis to ensure compliance with this policy. Any employee found in violation of this policy can be subject to disciplinary action up to and including termination of employment.

Dept/Campus

School Year

Print Name

Employee Signature

Social Security Number

Date