

EXHIBIT C

**SBISD Employee/Volunteer Acceptable Use Guidelines for Technology Resources**

Technology is an educational tool, just as books, paper, newspapers and videos are educational tools. The Spring Branch Independent School District has set policy to ensure that these assets are used appropriately and for educational purposes. Below are guidelines for employee/volunteer use of computers, peripherals, local network, and Internet. The individual campus may publish additional details as needed.

**The SBISD employee/volunteer will:**

1. Not attempt to alter or modify equipment or software except for educationally appropriate reasons.
2. Not copy software.
3. Not download or install software on any Spring Branch ISD computer.
4. Not use district resources in any way for personal gain.
5. Have all floppy disks and CD's brought into the workplace from outside approved for use and scanned for viruses by authorized school personnel.
6. Use network resources in a manner not disruptive to the use of the network by others.
7. Not access or send materials that are abusive, obscene, sexually oriented, harassing, illegal, or damaging to others.
8. Use appropriate language at all times. Avoid swearing, vulgarity, ethnic or racial slurs, or obscenities.
9. Keep all passwords private.
10. Not use a false identity when sending/receiving messages.
11. Recognize that network storage areas are not private. Authorized administrators may review files and communications to ensure that SBISD technology resources are being used responsibly.
12. Not use any server or network administrative software/tools on the SBISD network, such as network packet analyzers, network security discovery tools, and administrative applications.
13. Not access another person's materials, information, or files, with the exception of when teachers and/or administrators monitor student use of technology.
14. Limit personal time on the network.
15. Follow all district guidelines on appropriate use of the Internet, email, and other network resources.
16. Cite references for all electronic sources of information, using proper citation procedures.

**Violation of any of the above may result in disciplinary actions and/or loss of access privileges.**

**Consequences for such violations may include:**

- Suspension of access
- Revocation of account
- Other disciplinary or legal action in accordance with district policies and relevant state and federal laws.

SBISD Employee/Volunteer

Name \_\_\_\_\_

School \_\_\_\_\_

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 "Employee/Volunteer Acceptable Use Guidelines for Technology Resources" and SBISD Board Policy CQ (local): [http://www.tasb.org/cgi-pol/do-policy-frame-verity.perl?orgno=101920&policy=CQ\(L\)-X-101920.html](http://www.tasb.org/cgi-pol/do-policy-frame-verity.perl?orgno=101920&policy=CQ(L)-X-101920.html) and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, and/or other disciplinary or legal action in accordance with district policies and relevant state and federal laws.

Employee/Volunteer's signature \_\_\_\_\_ Date \_\_\_\_\_