

# E4040

## FALLBROOK UNION HIGH SCHOOL DISTRICT EMPLOYEE ELECTRONIC RESOURCES AGREEMENT

Name: (Print) \_\_\_\_\_  
Position: \_\_\_\_\_ Employee No. \_\_\_\_\_  
Site/School: \_\_\_\_\_ Work Phone No. \_\_\_\_\_

### User Obligations and Responsibilities

The district encourages employees' use of electronic resources. The employee in whose name an on-line account is used is responsible for its proper use at all times. An employee is expected to appropriately use electronic resources available to them to permit them to more effectively perform the duties and responsibilities of the operations and programs of the district.

Employees should be aware that computer files and communications over any of the district's electronic resources are not private. Electronic resources are not routinely inspected, monitored, or disclosed; however, the district may monitor electronic resources on an as needed basis without advance notice or consent.

Employees are authorized to use district electronic resources in accordance with the obligations and responsibilities specified below:

1. Employees will keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Employees will not transmit over the district's electronic resources confidential information regarding students, employees, or privileged matters of the district to anyone not legally entitled to receive it.
3. Employees will not transmit material that is threatening, obscene, or that could be construed as harassment or disparaging of others based on factors such as race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs, as set forth in district policy and regulation (Board Policy/Administrative Regulation 4030, Nondiscrimination in Employment; Board Policy/Administrative Regulation 4119.11, Sexual Harassment).
4. Employees may not place copyrighted material on district electronic resources without the appropriate permission.
5. Employees will not delete, copy, modify, forge or fraudulently use other employees' mail.
6. Employees will use the district's electronic resources only for purposes related to their employment with the district. Commercial, political and/or personal use is not permitted.

7. Employees will be aware that the district reserves the right to monitor or audit all of its electronic resources on an as needed basis without advance notice or consent. No employee shall have any expectation of privacy with regard to the use of electronic resources.
8. Employees may not participate in uploading, downloading or creating computer viruses and/or attempt to harm or destroy district electronic resources, materials, or the data of any other user.
9. Employees will report any security problem or misuse of the district's electronic resources to the Superintendent or designee.
10. Staff may bring their own personal laptops and other electronic devices on campus for use during the school day for academic or school-related purposes only.
11. Staff members who choose to bring personally-owned laptops, as well as other electronic devices, are responsible for the safety and security of those items.
12. The district assumes no responsibility for the loss of, theft of, or damage to any personal device that a staff member connects to the wireless network or any information on that device.
13. Staff is responsible for setting up and maintaining the devices that they connect to the network. The district will not provide IT support for staff-owned devices.
14. All network users are required to annually confirm acceptance of the district's "Technology Acceptable Use Policy."
15. Employees who do not abide by the terms and conditions of this agreement may have their user privileges canceled.

I have read and agree to abide by the provisions of the Fallbrook Union High School District Employee Electronic Resources Agreement.

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

Exhibit  
adopted: April 2, 2001  
revised: October 26, 2009  
revised: January 9, 2012

FALLBROOK UNION HIGH SCHOOL DISTRICT  
Fallbrook, California