Employee use of any of the network resources (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet), referred to as "the network", are to be used in a responsible, efficient, ethical, and legal manner. Any employee working with students who are utilizing the network has the responsibility to monitor such use to assure compliance with the Electronic Network Use Guidelines for Students. The following guidelines have been established for all employee use of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

Acceptable Uses of the Network
- all activities which support the mission, vision, and curriculum of the District School Board of Pasco County
- all activities which are related to employee job functions

Unacceptable Uses of the Network
Unacceptable uses include, but are not limited to:
- using or communicating with others who are using impolite, abusive, or objectionable language.
- using the network in ways that violate federal, state, or local laws.
- using the network in ways that violate School Board Policies or district procedures.
- activities which cause congestion of the network or otherwise interfere with the work of others.
- using the network for commercial or financial gain.
- using the network for non-school related and non-approved advertising or solicitation.
- sending or receiving copyrighted materials without permission.
- modifying data, programs, or other information on computer networks without the consent of the owner(s).
- using the network for sending, retrieving, or viewing obscene materials.
- circumventing security and/or authentication measures.
- unauthorized access to another's resources, programs, or data.
- vandalizing network resources, including the uploading or creation of computer viruses.
- falsifying one's identity to others while using the network.
- installation of unauthorized software on the computer networks.
- use of network resources to commit forgery, or to create a forged instrument.
- representing personal views as those of the District School Board of Pasco County.

Classroom Accounts
- Sponsors of classroom accounts are responsible for teaching proper techniques and standards for accessing and using the network.
- Supervision of student use of network resources is the responsibility of the teacher or other supervising adult allowing student access. Students must be informed of both acceptable and unacceptable uses of the network.

Conference Moderators
- Conference moderators are responsible for monitoring the content of posted messages.

Network Management
- Appropriate use of the network is the responsibility of the user. Monitoring of network use is the responsibility of each site supervisor. Individuals involved in maintaining the network infrastructure do not have the responsibility for preventing harm caused directly or indirectly by inappropriate use of the network.

Public Information
- Electronic communications should never be considered private. The District School Board of Pasco County is subject to Florida Statutes regarding public information access. As such, most electronic messages or network transmissions are a matter of public record. It is the responsibility of each person to retain electronic communications according to Florida Records Retention Policies.

Student and Employee Information
- Confidential information concerning students or employees must be safeguarded from unauthorized access. It is the responsibility of each user to take appropriate steps to ensure that confidentiality of data is maintained through all network activities. All applicable laws and policies against sexual harassment and discrimination apply to electronic communication the same as any other form of communication.

Passwords
- Passwords are designed to prevent unauthorized access to information. They are not to be construed as a method of providing personal privacy of data. Users are responsible for safeguarding passwords and are accountable for negligent disclosure of passwords.

Privacy
- Employees shall have no expectation of privacy while using the network. All stored data, electronic messages, and electronic transmissions may be monitored. Employees should be aware that electronic communications and files may exist in backup form in other locations on the district network. Employees should not assume that they have a right to privacy with regard to data created, received, used, or stored with district computer equipment or transmitted through the district network.

| Signature | Print Name | Employee ID | Date |

Failure to sign this agreement does not relieve the employee from complying with the guidelines.