

East San Gabriel Valley Regional Occupational Program & Technical Center

1501 Del Norte St., West Covina, CA 91790 . (626) 962-5080 . FAX (626) 472-5145

EMPLOYEE COMPUTER AND NET USE AGREEMENT

Employee's Name (print): _____

The East San Gabriel Valley Regional Occupational Program & Technical Center ("District") offers access to the Internet or Intranet (collectively referred to as the "Net") under the following terms and conditions to the employee listed above ("Employee").

The Employee agrees that his/her use of the districts access to the Internet shall be as follows:

- 1. Educational Purposes.** I will restrict my use of the District's access to the Internet and Intranet (Net Access") only to educational purposes related to my assigned duties within the District and in ways which are reasonably related to the District's adopted curriculum and educational policies. I will not use the District's Net access for any illegal or immoral purpose. In this regard I will not use the District's Net access in any manner which would constitute computer hacking, violation of copyright laws, violation of trade secrets or licenses, invasion of another's privacy, or use of bootleg software.
- 2. Access to Confidential Information.** I will not use my access to confidential student or employee information, available as the result of my access to the District Net, for any reason other than for purposes directly related to my assigned duties. Confidential student or employee information is information maintained by the District that personally identifies a District student or employee. Confidential student or employee information includes, but is not limited to, social security numbers, drivers license numbers, any other personal identification number, financial information (i.e., information regarding salaries, benefits, and the like), contact information (i.e., employee addresses, phone numbers, and the like), and individual computer, internet, and/or intranet passwords. I understand that the misuse and/or misrepresentation of confidential student or employee information may result in cancellation of my District Net user privileges and/or District disciplinary action, including verbal and written reprimand, suspension, and/or termination. I also understand that, in the event of my misuse and/or misrepresentation of confidential student or employee information, the District may pursue any available administrative, civil and or criminal actions and/or remedies to the fullest extent of the law.
- 3. Release of Confidential Information.** I will not release confidential student or employee information, available as the result of my access to the District Net and as defined above, to any non-authorized person(s), agency(ies), entity(ies), business(es), corporation(s), or the like other than those identified for purposes directly related to my assigned duties or previously authorized by the Superintendent or her/his designee, in writing.

I understand that the release of confidential student or employee information to non-authorized persons may result in cancellation of my District Net user privileges and/or District disciplinary action, including verbal and/or written reprimand, suspension, and/or termination. I also understand that, in the event of my release of confidential student or employee information to non-authorized persons, the District may pursue any administrative, civil and or criminal actions and/or remedies to the fullest extent of the law.

4. Commercial Uses. I will not use the District's Net access for private commercial purposes or for personal financial gain unless I have permission to do so from the Superintendent or her/his designee.
5. Pornography and Hate Materials. I will not use the District Net access to access, send, or print material which is obscene, pornographic, or which dominant appeal is for sexual arousal. Nor will I use the District Net access to access, send, or print material that advocates hate or violence against others based on their race, national origin, gender, religion, age, disability, or sexual preference. Nor will I use the District's net access to access, send, or print material that provide information that could be used in the production of destructive devices such as bombs, explosives, or fireworks.
6. Other Prohibited Activities. I shall also refrain from using abusive or profane language in either public or private messages sent on District net access; from using the system to harass, insult, or attack others; from posting anonymous messages on the system; from using encryption software; from vandalizing the data of another user; from gaining unauthorized access to resources or files; from identifying myself with another person's name or password or using an account or password of another user without proper authorization; from theft or vandalism of data, equipment, or intellectual property; from introducing a virus or otherwise improperly tampering with the system; from degrading or disrupting equipment or system performance; or from using the District Net access to invade the privacy of another.
7. Supervision of Students. I will provide reasonable supervision and instruction to students under my authority when they are using the District's Net access. In doing so I will reasonably attempt to see to it that students adhere to their responsibilities under the Student Net Use Agreement which each has signed.
8. Limiting Students Who Use the Net. I will allow only those students to use the District Net access who, along with their parent/guardian (for minors), have signed the Student Net Use agreement.
9. Exclusive Net Access at Work. I agree that the only access to the Internet that I will utilize while I am on school/district property will be the District's Net access. I will not obtain or use any other access to the Internet from District property other than the District's Net access unless I obtain permission from my principal or district level supervisor first.

- 10. No Right to Privacy.** I understand that computer programs and files are confidential property of the District unless they have explicitly been made available to other authorized individuals. I understand that the District reserves the right to access at the request of the Superintendent or her/his designee, any and all information stored on the District's computers, or other technological resources, without advance notice or consent. I understand that I shall have no expectation of privacy in property belonging to the District, including computers and other technological resources. I understand and agree that the District has the right to monitor and examine to ensure proper use of its technological resources, consistent with this Agreement, board policies and regulations, and state and federal law and for non-investigatory, work-related purposes, investigations of work-related misconduct, or any other purpose as provided or permitted by law.

I have read the above and agree to its terms and conditions.

Employee's Signature

Date