

**WARNING: Your use of the District's system is subject to Board policy, any applicable procedures, the internet safety plan, and the acceptable use guidelines. You are responsible for reading the contents of applicable documents. Reading the summary below does not remove or lessen your responsibility. The Acceptable Use Guidelines, Board policy, and Internet Safety Plan are on line at [www.rfisd.net](http://www.rfisd.net)**

**For employees and guests (if granted access) the guidelines include but are not limited to:**

1. You are responsible for your system accounts (network, GradeSpeed, txGradeBook, etc.), your passwords for the accounts, security and use of all system passwords, and the proper use of the systems. Sharing of your network account, allowing the use of your account by another individual, or compromising your password credentials for any system (file system, GradeSpeed, etc.) is prohibited. Guess passwords are entered for the guest unless the Technology Director or designee authorizes a temporary guest password for the specific guest.
2. Systems may not be used for illegal purposes, in support of illegal activities or any activity prohibited by District policy, procedures, or guidelines. Any use of the network for commercial purposes or political lobbying is prohibited.
3. The installation of any software or web based applications, including shareware and freeware, for use on Randolph Field ISD systems is prohibited unless specifically authorized by the Director of Technology.
4. Internet access is granted through the Randolph Field ISD network only. Use of phone lines, mobile broadband cards, or other devices for external Internet access is prohibited unless specifically authorized by the Director of Technology.
5. Users shall not intentionally seek information on, obtain copies of, or modify folders, files, other data, or passwords belonging to other users, or pose as other users.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way. Malicious use of programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Use of the network to access or process pornographic material is prohibited.
8. Reproduction and/or distribution of digitized copyrighted material without permission and/or in excess of "fair use" are a violation of federal copyright law. Each individual is at personal risk for litigation by the copyright owner.
9. No personnel outside the technology department have administrative access rights to computers on the Randolph Field ISD Electronic Communication and Data Management system.
10. Personal use of the system should be limited. You may, at appropriate times, use the system "as is". This usage must not impose additional cost, must not use technology staff time, must not require additional hardware or software installation, and must be in compliance with district policies, procedures, and acceptable use guidelines.

**The District's electronic communication and data management systems Acceptable Use Guidelines and internet safety plan are available on the district website: [www.rfisd.net](http://www.rfisd.net) . Applicable Board policy is also at [www.rfisd.net](http://www.rfisd.net)**

I have read the Randolph Field Independent School District's Electronic Communication and Data Management System Administrative Regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communication and data management system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from any use of, or inability to use, the system, including, with limitation, the type of damages identified in the District's policy and administrative regulations.

***I will abide by the policies, procedures, acceptable use guidelines, and internet safety plan for the District's system.***

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position (check one) \_\_\_ Teacher \_\_\_ Support Staff \_\_\_ Administrative Staff \_\_\_ Substitute Teacher \_\_\_ Other

Campus (check one) \_\_\_ High School \_\_\_ Middle School \_\_\_ Elementary

Requested email groups (ex. All-HS, All-ES, First, etc.) \_\_\_\_\_

Network requests (Class In/out Folders, Subject Folder, Grade Level Folder, etc.) \_\_\_\_\_