

Prairie Hills Unified School District #113

Please read the following carefully before signing. This is a legally binding document.

Acceptable Use of Computers and Networks:

USD #113 Employee's Agreement

Employees shall have no expectation of privacy when using district e-mail, computer application, or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. **Employees who violate district computer policies are subject to disciplinary action up to and including termination.**

I understand and will abide by the district guidelines and conditions for the use of the facilities of Prairie Hills Unified School District 113 and access to the Internet. I have received and read a copy of the district guidelines on computer used and the conditions of use for computer networks.

Employee Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.