

(Check One)

- APPLICATION for New Employees or
- RENEWAL ACCOUNT for Returning Employees

**Privileges** – The use of the Internet and the email system is a privilege not a right. Inappropriate use will result in cancellation of those privileges. The system administrator(s) and/or the Assistant Superintendent of Information Systems and Instructional Technology, will deem what is inappropriate use and their/his/her decision is final. The system administrators(s) may close an account at any time as required or as deemed appropriate and without notice. The administration of Seguin ISD may request the system administrator(s) to deny, revoke, or suspend specific user accounts, with or without cause, for violation of SEGUINNET regulations and guidelines, or as a result of other disciplinary action against the user.

**Requesting an Account** – Requesting an account does not guarantee that an account will be given. Upon the issuance of an account, members will be given a user ID and password

**Termination of Account** – *A member's access to, and use of, the SEGUINNET system may be terminated by the member sending written Notice to a system administrator. Accounts that are inactive for more than ninety (90) days will be removed along with that member's files without notice given to the member.*

**Confidentiality** - Furthermore, I understand that student, employee, and financial information from any source and in any form is confidential and is available to me solely for the performance of my official duties as a Seguin ISD employee. I will protect the privacy and confidentiality of student, employee, and financial information to which I have access and will use it solely for the performance of my official duties, while on or off site. I also understand that through the Seguin ISD systems I may have the ability to access student information outside my unit of responsibility, but will only utilize that access as it applies to my unit of responsibility.

**I FURTHER AGREE THAT:**

- I WILL only access information I need to do my job.
- I WILL protect the privacy of student, employee, and financial information.
- I WILL keep my systems passwords secret and I will not share it with anyone.
- I WILL log off any password-protected application before leaving my workstation.
- I WILL tell my supervisor if I think someone knows or is using my systems password(s).
- I WILL NOT show, tell, give, sell, review, change, trash or otherwise utilize confidential information except as it relates to my job (such as shredding confidential papers before throwing them away).
- I WILL NOT misuse or be careless with confidential or sensitive information.
- I WILL NOT use any else's password to access any system.
- I WILL NOT share any confidential or sensitive information even if I am no longer a Seguin ISD employee.
- I AM RESPONSIBLE for any access to any system using my password.
- I AM RESPONSIBLE for my use of confidential information.
- I AM RESPONSIBLE for my failure to protect my system's passwords or access to confidential information.
- I KNOW that my access to confidential information may be audited.
- I KNOW that confidential information I learn on the job does not belong to me.
- I KNOW that Seguin ISD may take away my access to the SISD network at any time.
- I WILL tell my supervisor if I think someone else is violating this agreement.

I have read the District's SEGUINNET Acceptable Use Guidelines (AUG) and Confidential Agreement. I agree to abide by the provisions stated within. I understand that violation of these provisions is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked with or without notice, school disciplinary actions may be taken and/or appropriate legal action may be taken. By signing this, I agree that I have read, understand and will comply with these guidelines and this agreement. ***In addition, I expressly acknowledge being aware that the District has a right to monitor electronic mail, Internet history and other activity on my computer system.***

Print Full Name: \_\_\_\_\_ Campus: \_\_\_\_\_

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