

**Sabinal ISD Acceptable Use Policy
Network Access Rights and Obligations
User Agreement Acknowledgement**

As a user of Sabinal ISD data and resources, I agree to abide by the Acceptable Use Network Access Rights and Obligations Policy and the following promises and guidelines as they relate to the policy established:

1. I will protect District confidential data, facilities and systems against unauthorized disclosure and/or use.
2. I will maintain all computer access codes in the strictest confidence; immediately change them if I suspect their secrecy has been compromised and will report activity that is contrary to the provisions of this agreement to the Technology Department.
3. I will be accountable for all transactions performed using my computer access codes.
4. I will not disclose any confidential information other than to persons authorized to access such information.

Privacy Expectations

Sabinal ISD actively monitors network services and resources, including, but not limited to, real time monitoring. Users should have no expectation of privacy. These communications are considered to be District property and may be examined by management for any reason including, but not limited to, security and/or employee conduct.

I acknowledge that I must adhere to this policy as a condition for receiving access to Sabinal ISD data and resources.

I understand the willful violation or disregard of any of these guidelines, statute or policies may result in my loss of access and disciplinary action, up to and including termination of my employment, termination of my business relationship with Sabinal ISD, and any other appropriate legal action, including possible prosecution.

I have read and agree to comply with the policy set forth herein.

Type or Print Name

Signature

Date

2023 – 2024 School Year



CONFIDENTIALITY OF STUDENT RECORDS EMPLOYEE AGREEMENT

Pursuant to the Family Educational Rights and Privacy Act [“FERPA”] and Sabinal Independent School District [“District”] policy, as an agent of the District, you have the right to review the student’s educational records or discuss with school personnel the content of educational records, without parental consent, as long as you have a legitimate educational interest in obtaining such information.

Also, pursuant to FERPA and District policy, as an agent of the District, the records that you create or information that you gather in connection with your work with a student may be disclosed to District personnel, without parental consent, as long as the school personnel to whom you disclose the information have a legitimate educational interest in the information. School officials have a “legitimate educational interest” in a student’s records when they are working with the student; considering academic or disciplinary actions or a student’s individual education plan; statistical data; or investigating or evaluation programs.

“Education records” mean any teacher/sponsor or District maintained records, files, documents, including student documents, and/or any other materials or documents that contain information directly related to a student or contains a student name and are maintained by the teacher, District or by any person acting for the District.

You are required to protect the confidentiality of all students personally identifiable information at all times, regardless of location or media (electronic or paper) type.

I have read and agree to protect the confidentiality of student’s educational records, as defined by FERPA, District policy and procedures.

Employee Signature

Date

2023-2024
School Year



Employee Handbook Receipt

2023 – 2024

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Sabinal ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format at www.sabinalisd.net or hard copy.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact the campus secretary to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the superintendent if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to the appropriate office of the employee's supervisor; the supervisor will forward to the central office within 10-days of the first