



NPSB Acceptable use of Devices and Accounts

By signing the agreement, I am accepting compliance with the NPSB Computer Use and Internet Safety for Employees and Computer Network Acceptable Use for Employees policies (available at caps.npsb.la, sections EFA and EFA-R). This includes agreement to the following conditions:

- 1) Use of all NPSB devices and services will be for business and education purposes only.
- 2) Network access within NPSB buildings is filtered and monitored. I will not attempt to bypass this protection without requesting access to blocked services to my direct supervisor, who will pass the request to the NPSB Technology Department at their discretion.
- 3) Use of NPSB devices and services to intimidate, harass, or otherwise harm NPSB faculty, students, or members of the general public will result in appropriate disciplinary action.
- 4) I will be responsible for the security of my account. I will not share my password with anyone else. I will not leave NPSB devices or services logged in to and unattended.
- 5) I understand that all usage of technology, including e-mail messages, are monitored, logged, and archived.
- 6) Use of NPSB devices and services for illegal, violent, obscene, or otherwise objectionable behavior (as determined by the Natchitoches Parish School Board and its delegates) is strictly prohibited.
- 7) All accounts and messages are subject for review by the superintendent or their representative at any time.
- 8) I will report suspicious e-mails (for example, an e-mail message with a disclaimer stating it is from outside the organization yet claiming to be from the superintendent) immediately to the NPSB Technology Department without responding to the message or opening any links or attachments unless explicitly informed by the Technology Department that the message is legitimate.

Per the above-mentioned policies, failure to comply with these policies may result in disciplinary action, up to and including termination.

Print Name

Signature

Date