



JIM NED INDIANS

PRIDE IN PERFORMANCE

JIM NED CISD

Annual Employee Package

Please complete the pages in this package and return to the administration office.
If you have any questions, call 325-554-7500.

Employee name: _____

Date submitted: _____

Checklist

- _____ Acceptable Use Policy
- _____ Alert Now Information
- _____ Credit/Debit Authorization
- _____ Custodian of Records Information
- _____ Demographic Information
- _____ IPM Compliance
- _____ Notification of Asbestos Management Plan
- _____ Sick Bank Application
- _____ IRS W-4 Form

Acceptable Use (AUP) and Internet Safety Policy for Jim Ned CISD Employees

Introduction: It is the policy of Jim Ned CISD to: (a) prevent user access to or transmission of inappropriate material via our network, the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].* **Every Jim Ned teacher is responsible for teaching and documenting Internet Safety Training.****

Access to Inappropriate Material: To the extent practical, technology protection measures shall be used to block or filter the Internet or other forms of electronic communications or access to inappropriate information. Specifically, as required by the Children's Internet Protection Act*, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the Jim Ned CISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act*, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.*

Education, Supervision and Monitoring: It shall be the responsibility of all members of the Jim Ned CISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Committee who will provide age appropriate training for teachers and students who use the Jim Ned CISD Internet facilities. The training provided will be designed to promote the District's commitment to:

- Acceptable use of Internet services as set forth in the Jim Ned CISD AUP and Internet Safety Policy;
- Student safety with regard to safety on the Internet; appropriate behavior while online and cyber bullying awareness and appropriate responses.
- Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).*

**Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption: This Internet Safety Policy was adopted by the Board of Jim Ned CISD at a public meeting, following normal public notice, on June 19, 2012.

*CIPA Definitions of Terms

Minor. The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **obscene**, as that term is defined in section 1460 of title 18, United States Code;
2. **child pornography**, as that term is defined in section 2256 of title 18, United States Code; or
3. harmful to minors.

Harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

Sexual act; sexual contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

You are being given access to the District's electronic communications system. It will be your responsibility to follow the rules for appropriate use. Any violation of the AUP will result in consequences as determined by the JNCISD Administration and Board.

Safety of Self and Others

- System users will report to their administrator any message, file, or image received that is inappropriate or makes them feel uncomfortable.
- System users will use appropriate language and follow appropriate netiquette (to include but not limited to the following):
 - Will not agree to meet with someone they met online
 - Will not use the system to harass, threaten, or harm the reputation of others
 - Will not use swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language online or on electronic devices
 - Will not possess, send or receive obscene, offensive or inappropriate pictures or messages.

Access and Uses

- System users will not use JNCISD resources to participate in chatrooms, instant messaging (IM), or other forms of personal social media (such as MySpace, Facebook, etc.)—unless granted special permission by administration for specific educational purposes
- Student users will not use the system for purchasing personal products or services.
- System users will not send messages under a false identity.
- System users will use the JNCISD system, primarily, for educational purposes.
- System users will not access email of other users.
- Employee email accounts shall not be considered confidential and may be viewed upon request under the Open Records Act.
- System users will not access files and/or documents of other users without permission.
- System users will not use the Internet for financial gain or for political or commercial activity.
- System users will not access inappropriate content for any purposes.

Legal Issues

- System users will not download and/or install unauthorized software or digital media without permission in writing from administration or the Technology Department.
- System users will strictly adhere to copyright laws. It is the system user's responsibility to obtain and maintain, prior to use or publication, any necessary written permission granting the authority to publish any copyrighted materials, including but not limited to: images, photographs, cartoons, logos, digital sound, and music files.

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- System users will not use the system for illegal or prohibited activities.
- System users will not download and/or install unauthorized or illegally obtained software, or personally owned software to include but not limited to: malware, shareware, hackware.

System Security

- System users will not attempt to harm, vandalize, or destroy equipment or materials.
- System users will not attempt to delete or modify system data or software.
- System users must ensure that all files brought into the JNCISD system are virus free.
- System users bear the responsibility to immediately notify the appropriate JNCISD employee of any virus or other disruptive software detected.
- System users will not intentionally infect a computer or network with a virus.
- System users will not engage in activities that disrupt the performance of the network, including but not limited to: use of Internet radio or streamed music; non-educational Internet games, non-educational online chats, or streamed videos during regular school hours.
- System users will not disclose passwords or gain unauthorized access to system passwords to obtain District resources and/or information.
- System users will always immediately report any known violations of the JNCISD Acceptable Use Guidelines to an administrator.
- System users will not attempt to circumvent JNCISD network security, including but not limited to: bypassing Internet filters or the use of proxy servers, personal hot spots or tethering, unauthorized non-filtered browsers, hackware, freeware, and unauthorized shareware.

Respect for System Limitations

- System users will not download large files from outside the JNCISD network without permission from the teacher or district/campus administrator.
- System users will not use their home directories or network volumes for storing large personal files, including but not limited to: videos, images, music, executable files, etc.

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Staff Permission Form

School year: _____

Staff: Please initial to the left of each of the statements below and sign the form where indicated.

_____ I hereby release the JNCISD, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature from my use of or inability to use the district system.

_____ I am aware of the restrictions against possessing and/or accessing materials that violate the district Acceptable Use Policy.

_____ I understand that it is against District policy to tie up network resources and bandwidth by listening to online music or radio and/or streaming large video files during regular school hours.

_____ I understand that it is against District policy to access personal non-educational online services during the school day (such as Facebook, Instant Messaging)

_____ I am aware of the importance of following the rules for personal safety and of my responsibilities for teaching and documenting Internet Safety training.

| | | |
|--|---------|--------|
| I give permission for my photograph to be displayed on Jim Ned websites. | ___ YES | ___ NO |
|--|---------|--------|

| | | |
|---|---------|--------|
| I waive the right to receive a complete hard copy of the Jim Ned CISD Electronic Communication and Data Management Policy, which may viewed on the JNCISD homepage at http://www.jimned.esc14.net by clicking on the AUP link under Student and Parent Resources. | ___ YES | ___ NO |
|---|---------|--------|

If one or more of the above items have been marked NO, the district will take appropriate steps to comply with your wishes. Items that are unmarked will be assumed to be YES.

I have read, understand, and will abide by the Internet Safety Policy and the Acceptable Use Policy for JNCISD. Should I violate the Acceptable Use Policy for JNCISD, my access to district computers may be revoked and/or school disciplinary action may be taken.

Name (print): _____

Signature: _____

Date: _____

Please check your campus: ___ HS ___ MS ___ LN ___ BG ___ District Office

JNCISD
Alert Now Information

School year: _____

Last name: _____

First name: _____

If there was no change to the information submitted last year, please check: _____

Primary Phone # (area code and number): _____

Additional Phone # (area code and number): _____

Additional Phone # (area code and number): _____

These numbers are also called if the alert is deemed an emergency.

You may enter email addresses in case a message is send via email:

Primary email address: _____

Secondary email address: _____

If you are able to receive text messages on your phone and would like to do so in case a message is sent via text:

Primary Phone # (area code and number): _____

Cellular Carrier (AT&T, Verizon, etc.): _____

Secondary Phone # (area code and number): _____

Cellular Carrier (AT&T, Verizon, etc.): _____

JNCISD
Credit/Debit Authorization Form

School year: _____

I (we) hereby authorize Jim Ned CISD to initiate entries to my checking/savings accounts at the financial institution listed below, and if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Jim Ned CISD is notified by me (us) in writing to cancel it in such time as to afford Jim Ned CISD and the financial institution a reasonable opportunity to act on it.

Please print:

Name: _____

Address: _____

Name of financial institution: _____

Address of financial institution: _____

Financial institution routing #: _____

(look between symbols 1: :1 on the bottom left of check)

| | |
|--------------------|-------|
| Savings account #: | _____ |
| Set amount: | _____ |
| Maximum amount: | _____ |

| | |
|---------------------|-------|
| Checking account #: | _____ |
| Set amount: | _____ |
| Maximum amount: | _____ |

Signature: _____

Date: _____

Please attach a voided check with this form.

JNCISD
Custodian of Records Information

School year: _____

I , the undersigned, wish that the following information not be made public through the public information act:

- 1.) home address
- 2.) telephone number (home, mobile)
- 3.) social security number

Employee name: _____
(please print)

Employee signature: _____

Date: _____

JNCISD

Demographic Information

School year: _____

Social Security#: _____

Name: _____
First Middle Last

Address: _____
Number Street City Zip Code

Sex: _____ Drivers license: _____
Number State Expiration date

DOB: _____ Marital status: _____

Ethnicity (check all that apply):

Hispanic ___ American Indian Alaskan Native ___ Native Hawaiian Pacific Islander ___

Not Hispanic/Latino ___ Asian ___ Black African American ___ White ___

Phone #: _____
Home Mobile

E-mail: _____

Years experience in: district _____ total _____

Education:

| College | Year | Degree/Teaching Field |
|---------|-------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| Certification | Date | Specialty Area |
|---------------|-------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Emergency contact information:

Name: _____
First Middle Last

Relationship: _____ Phone #: _____

JNCISD
NOTICE OF EMPLOYEE COMPLIANCE REGARDING
IPM RULES AND REGULATIONS

School year: _____

This is a formal notice of rules and regulations set forth by the Texas Structural Pest Control Board. Each Jim Ned CISD Employee is required to read and sign the following statement of understanding.

- No chemicals are to be kept in a classroom
- No cleaning supplies can be stored in a classroom
- No product can be used in the classroom that has not been furnished /supplied by Jim Ned CISD.
- Any and all food items in the classroom must be kept in sealed airtight containers.

This is only a portion of the rules and regulations that we must follow to stay within compliance with the State of Texas guidelines. It will take each employees efforts to star within these boundaries. Your signature below verifies you r understanding and willingness to help our school district comply with these required matters. These forms will be kept on file for state inspection.

Respectfully,

Bobby Easterling

I understand the regulations listed above. I will enforce, to the best of my ability, each requirement in my classroom, teacher lounge, office and general school campus

Employee signature

Printed name

Date signed

JNCISD
Notification of Asbestos Management Plan

School year: _____

In order to comply with Section 763.93 of the Environmental Protection Agency the Jim Ned School hereby serves notice to all parents, teachers and employees that an Asbestos Management Plan has been filed with the government of Texas. A copy of such shall be on file in the office of the Superintendent of Jim Ned CISD at Ninth and Garza Street Tuscola, Texas and also in the office of the Principal for each campus location.

Be it known that all buildings have been inspected and the reports are filed at each Campus that pertains to that location. No samples were found to contain friable asbestos and no parent, student, or employee stands at risk of contact with ACBM (asbestos containing building material.)

Respectfully,

Bobby Easterling

I have been notified of the information described above.

Employee signature

Printed name

Date signed

JNCISD
Sick Bank Application

School year: _____

I, _____ (print name) , have familiarized myself with the Jim Ned CISD Sick Leave Bank, and wish to be a participant.

First time employees and employees that used the sick bank last school year will be required to donate **two of their local sick days** this school year. All current members are required to donate one day to the sick bank to replenish the days used and maintain membership.

Name: _____

Date: _____

Signature: _____

Social security #: _____

Campus: _____