

2016-2017 Substitute Handbook Receipt and Network and Internet Acceptable Use Policy Acknowledgment Form

Name (Please Print): _____ Department: _____

Substitute Handbook Receipt

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The electronic format is available on the district website: www.ptisd.org, by clicking on Department, Human Resources, and then Substitutes.

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 booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

Network and Internet Acceptable Use Policy

I understand that the Network and Internet Acceptable Use Policy is a part of the employee handbook. By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with that policy. I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy. Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of that policy shall be considered misconduct and a violation of the employee standards of conduct.

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 plus the personnel office of any changes in personal information, such as name change, address, etc. I also accept responsibility for contacting my supervisor or Assistant Superintendent, if I have questions or concerns or need further explanation.

Signature _____

Date _____