



Employee Name: _____ (Please Print)
Employee ID Number: _____
Building/Location(s): _____

**TROY SCHOOL DISTRICT
EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY**

Philosophy

Technology users (collectively, “Users” or, as applicable “Employee Users”) of the Troy School District (the “District”), at the discretion of the Superintendent or his/her designee, will be granted a login allowing access to the District’s technology resources in order to promote personal academic growth, information gathering and communication. Technology resources include but are not limited to computing devices, servers, networking equipment and cabling, telecommunications and audio/video systems, software and access to the Internet and on-line services. The District’s goal is to promote educational excellence through collaboration, creativity, critical thinking and communication opportunities made available by technology.

Other than as expressly set forth herein (i.e., specifically related to CIPA compliance), the District makes no specific promises about the technology resources provided by the District. For example, the District makes no commitments about the specific functions of the technology resources or their reliability, availability or ability to meet Employee Users’ needs. The technology resources are being provided “AS IS.” The District will not be responsible for loss of data, service interruptions or for the accuracy or quality of information obtained through District technology resources. The District prohibits unlawful use of technology resources and in no way assumes responsibility for the actions of Employee Users that could result in criminal or civil legal recourse.

Employee Users

An Employee User’s access to technology resources shall be considered a privilege with no entitlement or guarantee, and access may be revoked at any time at the discretion of the Superintendent or his/her designee. The District reserves the right to access any information generated by any Employee User and review such content at any time it chooses and for any lawful purpose. There is no expectation of privacy with regard to the District’s network or any data stored therein or which may be transmitted through same. All Employee Users, by their use of the District’s technology, hereby consent to such access and review by the District. The District complies with all state and federal privacy laws.

Employee User Obligations

All Employee Users who access or use District technology resources are required to protect and care for any systems they are accessing or using, accept full responsibility for all actions performed under their user login, and know and obey District regulations and federal, state, and local laws and ordinances governing the use of technology. All violations will be addressed under the applicable Collective Bargaining Agreement or individual contractual relationship. Employee Users are expected to exercise good judgment and discretion in using technology systems and limit use to professional or educational purposes.

Each Employee User has the responsibility to use the District’s technology resources appropriately by:

- Employing good digital citizenship (i.e., not engage in prohibited activity such as bullying, harassment, etc.);
- Using resources only for educational or professional purposes;
- Respecting all applicable law, including copyright laws and academic integrity;
- Not removing, modifying or destroying technology resources;
- Maintaining personal security by protecting passwords;
- Not attempting to gain unauthorized access to systems or trespassing in other Users’ data files, or directories;
- Complying with all the terms and conditions of the District’s Acceptable Use and other policies; and
- Reporting any violations or misuses of the Internet to the appropriate administrator.

The following are examples of prohibited behavior:

- Use of technology resources to send, receive, or display text, messages or images that could violate the District's non-discrimination and bullying (including cyber bullying) policies, which could be considered threatening (i.e., placing a person in fear of imminent harm). Use that is obscene, pornographic, otherwise disruptive of or detracting from the educational mission of the school or that is potentially dangerous to District resources;
- Using another User's password, sharing a User's password with another person, modifying another User's account or invading, trespassing, hacking or otherwise gaining access to accounts, servers, filters, folders, files or other resources to which the User has not been granted specific rights;
- Harassing, insulting, threatening, bullying, stalking, intimidating, disrupting access, remotely controlling or shutting down systems or other abusive or disruptive behavior;
- User disclosure of personal information about the User or others, including addresses, telephone numbers, credit card information, social security numbers, passwords or other confidential information via e-mail or the Internet;
- Installing, deleting, relocating, renaming, hiding or modifying any hardware, software, games, applications ("Apps"), files, or network connections, entering system folders or the control panel, or engaging in any activities intended to circumvent, avoid or hide from District security measures or damage District technology;
- Use of technology resources for commercial or for-profit purposes, fundraising, distributing or forwarding chain letters, junk e-mail or advertising; and
- Unauthorized use of electronic devices unless approved by an appropriate administrator, classroom teacher or other appropriate designee.

Disciplinary Action

Use of the Internet and District hardware and software is subject to all rules and regulations of the District. Enforcement is the responsibility of the staff. Administration will review all cases referred for disciplinary action.

Questions regarding this AUP should be addressed to the appropriate Troy School District Deputy/Assistant Superintendent at 248.823.4004.

The Employee understands and agrees to all of the Obligations outlined in this Technology Acceptable Use Policy.

Employee Signature

Date