

INTERNET USE STAFF AGREEMENT FORM

(This is a legally binding document.)

First Name: _____ Last Name: _____

School: _____ Date: _____

STAFF AGREEMENT FORM and APPLICATION FOR COLUMBIA SCHOOL DISTRICT INTERNET ACCOUNT

Directions

Carefully read the attached Columbia School District Technology Acceptable Use Policy (IFBDAA). If you have any questions as to what will be expected of you when you are using the district's Internet access, ask your building librarian, your building technologist, your building supervisor or your district technology coordinator.

When you feel that you understand the rules, sign the contract below so that you will be able to get an account with Internet Access on the school's network.

CONTRACT

I have the Columbia School District Technology Acceptable Use Policy (IFBDAA) and understand the rules that I am to follow while using the Internet on the equipment owned by the Columbia School District. I understand that the equipment in my classroom belongs to the Columbia School District and its use is, therefore, governed entirely by the policies and regulations of the Columbia School District.

I also understand that if I am using my privately owned personal equipment on the district's network, I am subject to the same rules and regulations which govern network use with devices owned by the district and that I am to use them in compliance with any policies relating to the use of publicly and/or privately owned computers on the district network.

I understand that if I violate district regulations regarding the use of its equipment, I will be subject to disciplinary action by the Columbia School District, which includes suspension as well as employment termination. The disciplinary action will be based on the type and severity of the violation. I further understand that if I break a law while using the Columbia School District facilities, the applicable courts and law enforcement officials will be notified and determine the consequences of my actions.

Staff Member's Signature: _____

**OATH OF CONFIDENTIALITY AND
NON-DISCLOSURE OF RELEASED INFORMATION**

I understand that the data maintained by the Columbia School District is sensitive and confidential. I acknowledge the access to and release of student information is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, *et seq.* of the Mississippi Code of 1972, Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests **and is sensitive, confidential, and not subject to disclosure.**

I agree that I shall not release information from the district Student Data Package such as SAM or Powerschool as well as MSIS, Lunch Status or any other restricted student data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

LOCATION: _____

DATE: _____