

Pocatello/Chubbuck School District No. 25

**Staff Use of District Owned Electronic Devices, Software, Systems and
Network Equipment User Agreement**

I understand that I may have access to or be issued a District owned hard wired and/or portable electronic device, and as such I realize I must abide by various assurances which commit to ensuring that the District's property is being used for an educational purpose and that the District's electronic devices, software, the network, any information stored on the District's servers or devices and all student records and all employee personnel records are properly safeguarded. Accordingly, I acknowledge that the District's Policy and Procedure 7134 - Staff Use of District Owned Electronic Devices, Software, Systems and Network Equipment, may change from time to time and I commit to adhere to any future use changes. Thus, I understand and agree to the terms of Policy and Procedure 7134 which outline use of District owned hard wired and portable electronic devices, software, systems and network equipment. Further, I acknowledge the following:

- Any use is subject to monitoring by the District and that any use may be "locked down" by authorized District personnel at any time without notice to me.
- Devices must be password protected in order to safeguard the information contained on the device, as well as to prevent unauthorized access to District data.
- All District owned portable electronic devices shall be connected only to District approved on line data storage, approved District text message uses, District email and approved District software and not connected to any personal cloud storage, text messaging, photographs, or email.
- Users shall not transmit or access any confidential student information or employee personnel information located on District servers or devices while connected to public "WIFI hotspots" unless the user is connected to the District network through a virtual private network (VPN).
- Any District owned device shall not be used as a private or personal device.
- Users shall not download non-school related and non-school appropriate applications onto the District's owned devices.
- Users who experience equipment or system malfunction should report such malfunction, damage or destruction to the building administrator/department supervisor and the technology department as soon as possible for possible repair, replacement, investigation, insurance processing and inventory control.
- Users shall not attempt self-repair nor arrange for a third party to attempt repair.
- Users may be assessed restitution dependent upon the circumstances of loss of equipment or damage to equipment.
- Users who incur charges that are not pre-authorized expenses shall be held accountable for payment of any incurred charges.
- Users who are issued portable electronic devices shall assure that the device is properly tagged for inventory, approved applications have been preloaded and the device has been added to the mobile device management system, the

device has been loaded with the proper tracking system and that the proper settings and passwords are in place for the device.

- Users will not disable or circumvent mobile device management or location tracking systems.

I further understand that any violation of the terms of this Agreement may result in the denial of access to any District owned technology equipment, software, systems and network use. I understand that any violation of the Policy or Procedure may result in unethical behavior and may result in a criminal offense and necessary disciplinary or legal actions may be taken, inclusive of reporting to the Professional Standards Commission.

Please print your ENTIRE NAME. One letter per box (Use the gray boxes too)

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| LAST NAME | | | | | | | | | | | | | | | | | |
| FIRST NAME | | | | | | | | | | | | | | | | | |

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|-------------------|--|
| POSITION | |
| SCHOOL / LOCATION | |
| DEPARTMENT | |

Signature: _____ Date: _____

Employees understand that by checking the "I have reviewed and understand my responsibility to this policy" during the District's Annual Policy Review, the employee is electronically signing the above User Agreement and agrees to the conditions set forth in Policy and Procedure 7134 - Staff Use of District Owned Electronic Devices, Software, Systems and Network Equipment.