FWPS Electronic Resources
User Agreement for Staff

The District network, both wired and wireless, is provided to conduct school district business, perform research and collaborate with others in building 21st century skills aligned with the educational goals of the District. Each user (staff, volunteer or vendor) must agree to abide by these rules in order to receive access to the system. Account owners are ultimately responsible for all activity associated with their account. Being a digital citizen demands responsible engagement by individuals with their personal conduct. Staff will, to the best of their ability, monitor student use of the Internet by providing reasonable supervision and reporting inappropriate access.

Use of the electronic information system is not confidential and District staff may monitor, access, use and disclose electronic files or communication for any reason. To support the District's purpose of making system resources and Internet access available to further educational goals and objectives, filtering and monitoring systems will be utilized to prioritize use of the District network and does not intend to create a First Amendment forum for free-expression purposes. The District will determine what system options may be made available to the end user.

RESPONSIBLE USE GUIDELINES

1. Do not share any personal information or user logon information with others.

2. Do not use logon information of other staff or students, or otherwise circumvent security measures in place.

3. When leaving your workstation, logout or lock your computer. Do not leave active workstation sessions unattended.

4. Treat content created by others as the private property of the creator. Respect copyrights laws and privacy of other users and cite all resources used. All student work is copyrighted and student information is subject to Family Educational Rights and Privacy Act (FERPA). Permission to publish any student work requires a signed Student User Agreement.

5. Do not publicly post confidential or proprietary information about the District, its students, alumni, or employees.

6. Do not destroy, modify, vandalize or abuse the hardware, software, or District network in any way. Do not perform any action that could disrupt operation of the electronic information system. Encryption may only be used with prior District approval from the system administrator. Install only licensed, documented and District approved software on District computers.

7. Protect your personal equipment and use it in adherence to these guidelines and all District policies when connected to District resources. The District is not responsible for any loss or damage to personal devices.

8. Do not write, send, access or publish inappropriate material, which includes, but is not limited to, illegal, abusive, cyber-bullying, harassing, obscene, discriminatory, or pornographic material. If a staff member learns of information that falls under the mandatory reporting guidelines, he/she must report it as required by state and federal law as well as district policy.

9. Do not write, email or post any communication that you do not want viewed by others. Emails will be archived and postings can be permanent even if they are deleted. Do not send unauthorized district-wide bulk emails.

10. Use the District network strictly for educational purposes consistent with the District goals. Use for personal gain, profit (selling or purchasing), commercial, support/opposition for political candidates, initiatives, or ballot measures or for unauthorized lobbying activities is prohibited.

11. Public social media sites, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent or designee.

12. Remember that there are long-lasting implications to publishing in the online environment. A vast potential exists for misinterpretation of the relationship or for the sharing of protected or personal information. Good judgment should be used, and District policies on maintaining professional boundaries shall be followed.

FWPS Electronic Information System
User Agreement for Staff

<u>USER AGREEMENT</u>

The District has the right to determine whether specific uses of the system are consistent with these guidelines. The District may revoke access and take other appropriate corrective or legal action for any activity in violation of these guidelines. Such action may include discipline up to and including termination for employees. The District may report any activity District administrators suspect is in violation of the law to the appropriate authorities (e.g. local police, state auditor, Public Disclosure Commission, or Office of the Superintendent of Public Instruction.)

All use of the electronic information system must conform to State and Federal law, network provider policies, Electronic Resources 2022P and these guidelines. I understand and will abide by the User Agreement for Electronic Information Systems. Should I commit any violation, my access privileges may be revoked, and appropriate corrective and /or legal action may be taken against me, up to and including termination of my employment.

_____   _____
Name (Please Print)   **Signature**

_____   _____
Primary School Location   **Date**

_____
Job Title

_____
(What name do you prefer to be called by within the district?)
This name will be used in email lists, and phone lists.

Office Use Only

Computer/Email – User ID _____   *Employee ID #* _____

   ❑ *Email Account*   *Start Date* _____

      ○ *Email Groups*

      ○ *Mail Lists*

   ❑ *Computer Account*

   ❑ *Database*

   ❑ *Credentials Letter*

   ❑ *Informer Account*

Date Completed _____