

Kyrene School District Staff Technology User Agreement

The Kyrene School District provides students and staff with a variety of technology resources. This technology equipment and software is designed to advance the learning of students and District employees in accordance with the goals and objectives of the District. It is also designed to be used for information management, communication and productivity. Users will access the technology resources only for educational and professional or career development activities, and high-quality, personal learning activities. While the District recognizes the benefits of these technology resources, it also understands the magnitude of potential information available to students and employees through these technology resources, and believes that comprehensive guidelines in the form of administrative regulations are warranted in order to serve the educational needs of the District and prevent the inappropriate use or abuse of these technology resources.

Technology Resources Defined: “Technology resources” consist of all electronic devices, software, and means of electronic communication. These include, but are not limited to: desktop and laptop computers; computer-related hardware; peripheral equipment such as printers, modems, and document cameras; servers; fax machines and copiers; mobile devices including cellular phones, and iPads; computer software applications and associated files and data, including software that grants access to external services, such as the Internet, or the Kyrene Intranet; electronic mail; telephone and voicemail systems, or other technology-related resources.

Authorization: Access to District technology resources is provided to the employee at the discretion of the District and based on employee job functions. Use of technology resources is a privilege, not a right. Users violating any District policy or regulations shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

Use of Resources: The District’s technology resources are to be used by employees for the purpose of conducting District business. Educational purpose is defined as classroom activities, career and professional development, curriculum development, communication essential to the administration, and operation of the District’s school system. Incidental personal use of District computers is permitted as long as the use does not result in any additional cost to the District and does not interfere with: the employee’s job duties and performance, with system operations, or with any other system user. “Incidental personal use” is defined as incidental, occasional and reasonable use by an individual employee for personal communications. Such personal use must comply with this policy and all other applicable policies, procedures and rules.

The following use of District technology resources is expressly prohibited:

- ***Unlawful Activity*** - Any attempt to violate local, state, federal, and international laws through the use of any District technology resource, including but not limited to: email, Internet, intranet, or network storage drives, may result in legal action against the offender by the District, injured third parties and/or governmental authorities.
- ***Harassing, Discriminatory, and Defamatory Speech*** - As set forth more fully in the District’s personnel policies, the District will not tolerate discrimination or harassment against any individual based on his or her race, religion, color, national origin, gender, sexual orientation, gender identity, age, disability or veteran status – even if the law does not prohibit the conduct. Under no circumstances may employees or students use the District’s technology resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, or verbally abusive in any way (e.g., obscene language, sexually-explicit or racial messages, jokes, or cartoons).
- ***Conflict of Interest*** - Users shall not utilize District resources for commercial purposes or financial gain, including but not limited to: the creation, development and offering of goods and services for sale and the unauthorized purposes of goods or services.
- ***Influencing Elections*** - Users will not use District resources for political lobbying purposes, except through the District’s official legislative action strategies.
- ***Equipment at Home*** - The District’s educational technology resources such as laptop computers and mobile devices, will be at the school sites during school hours. Only items for which authorization forms have been submitted may be used off-campus, and only during non-school hours.
- ***Copyright Infringement*** - Users will not utilize District resources to copy, retrieve, forward or send copyrighted materials without written permission from those that hold rights to the specific resources or information.
- ***Equipment and Software Installation*** - Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District’s technology resources without the prior approval of the appropriate District supervisory personnel. Employees may not download material from the Internet or load applications, including but not limited to: software, games, music, or files, that have not been approved for installation on a District computer or network without advanced written permission from the Director of Technology or designee.

Network Use: All staff will have access to personal and shared network storage space. Since network space is the property of the District, staff should not store personal files on the District's file servers.

- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not attempt to gain access to, harm, modify, or gain unauthorized access to District systems or data.
- Users will not interfere with system security. Any employee found tampering and/or disabling any of the District's security devices will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Personal devices may not be connected to the District wireless or wired network and may only be connected to the guest wireless network. In no case may staff use devices with the intent to circumvent the District security and filtering systems.

Password: To access District technology resources and protect student and employee information, all users will utilize their own username and password. Employees are responsible for maintaining the confidentiality of all passwords that provide access to District network and online systems, including the passwords of students. Employees shall not log in for other users to provide them with elevated privileges or access to resources to which they otherwise would not have permission.

Internet Access: The Kyrene School District provides access to both District and guest wireless and hardwired Internet access throughout all sites. The employee understands that there are responsibilities associated with utilizing the internet for communication, instructional planning, and instruction. Misuse of the District's Internet may result in disciplinary action.

- ***Privileges*** - Users throughout the District have various levels of access to Internet sites. Under no circumstances may an employee, whether they have higher level privileges or not, log in for, or share their username and password with any other user, whether employee or student.
- ***Instruction and Supervision*** - The District recognizes the value of utilizing the Internet for high-quality instructional purposes. When using the Internet with students, employees are responsible for previewing content prior to sharing it with students and for monitoring students' Internet use. Employees should be familiar with the student Acceptable Use Policy set out in the Kyrene District Family Handbook, model practices set forth in the policy, and enforce these policies during classroom Internet use.

- ***Inappropriate Sites*** - Use of Internet sites that may damage or interfere with the District's computer network, including use that generates the delivery of "junk" electronic mail is prohibited.
- ***Sensitive Data*** - The District is not liable for employee submission of credit card or other sensitive data over the Internet.

Use of District Email: Email accounts are provided to all employees for professional and District communication. The District expects that when employees use the Internet or electronic mail during work hours, non-work hours, while on the District's premises, or remotely through the use of the District's computer equipment, they will do so in a responsible manner. All District/school policies apply to the use of email accounts.

- Users may not post anonymous messages, access another user's email account, or provide another user with access to their email account.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or career development.
- Users will not post or forward chain letters.

Confidentiality and Privacy: Employees may not use the District's technology resources in any manner that discloses confidential or proprietary information of the District to third parties, including student or employee information.

- Users will not reveal full name, address, phone number, or personal email of students without parental permission.
- All published information, teacher or student work, will be located only on Kyrene servers or systems approved and provided by the District. Users placing information on the Internet using the District's technology resources are publishing information on behalf of the District.

All messages sent and received, including personal messages, and all data and information stored on the District's electronic-mail system, voicemail system, network drives or computer systems are District property regardless of the content. As such, the District reserves the right to access all of its technology resources including its computers, voicemail, electronic-mail systems, and network files, at any time, in its sole discretion. The District may also monitor its technology resources at any time in order to determine compliance with its policies, for the purposes of legal proceedings, to investigate misconduct, to locate information, or for any other purpose consistent with its educational goals and objectives.

Security: The District has installed a variety of programs and devices to ensure the safety and security of the District's technology resources. Any employee found tampering with and/or disabling any of the District's security devices will be subject to discipline.

Signature _____

Site _____ Date _____