

## **Employee Agreement for Acceptable Use of the District's Technology Resources**

You are being given access to District-provided technology resources listed below. It is important that you read the applicable District Policies, administrative regulations, and this agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook.]

Please contact the Technology Department at 254-527-3351 ext. 4972 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, email accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies DH, DIA, and FFH]

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

You are being given access to the following technology resources:

- A District e-mail account, including access to cloud based (online) document storage and collaboration space (Google Apps for Education, for instance.)
- District computer hardware, software, and printers on your school campus.
- District networks.
- District filtered Internet access.
- Access to District owned technology resources for use at home.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District owned technology device, you are responsible for damages caused by neglect or abuse. Replacement costs will be given to you once you have reported it to the Technology Director. The price for a lost power cord is \$30.00.

### **RULES FOR APPROPRIATE USE:**

- You will be assigned an individual account for access to approved District Technology resources, and you are responsible for not sharing the password or other account information with others.
- District Technology resources are primarily for instructional and educational purposes. Limited personal use is allowed if the rules in this agreement are followed and the use does not interfere with your assigned duties.
- Remember that people who receive email from you with a school address might think your messages represent the school's point of view.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must immediately report any suspicious behavior or other misuse of technology to your supervisor or other campus administrator.

- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- You must comply with the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and any other applicable law or policy regarding records retention and confidentiality of student and District Records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Only authorized District Staff may communicate with District Students through electronic means, including social media, e-mail, and text messaging. If you are unsure whether or not you are authorized to communicate with a student through electronic means, ask your supervisor. [See DH]
- Before use on a District device or for a District purpose, digital subscriptions, online learning resources, online applications, or any other program must be approved by the principal. District staff should not accept terms and conditions or sign user agreements on behalf of the district without pre approval.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.

#### **INAPPROPRIATE USES:**

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District Policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal or receipt of electronic media.
- Using resources to engage in conduct that harasses others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal including material that constitutes prohibited harassment and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

**2024-2025**

I Understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including without limitation, the type of damages identified in the District's Policy and administrative regulations.

**I understand that this user agreement must be renewed each school year.**

**Employee Printed Name:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_