

Concrete School District Staff Technology Use Agreement

Concrete School District is pleased to offer staff and students access to technology such as computer hardware, computer software, electronic communications and Internet access. The smooth operation of these technologies relies upon the proper conduct of the users who must understand and follow strict rules. These rules are provided so that both students and staff have a clear understanding of staff responsibilities regarding technology use in the school setting. This agreement is legally binding and indicates that the signers have read and agree to abide by the terms and conditions herein. Penalties for violations will be determined by the building administrator.

Terms and Conditions

1. **Safety** – Access to District information resources is designed in ways that point students to resources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue independent electronic research only if they have been granted parent/guardian permission as indicated by parent/guardian authorization on each student's Technology Use Agreement. The use of e-mail or other electronic communication, which contains student identifying information, is restricted to the promotion of resource sharing, innovation and communication between educational institutions. All information, data and communications on District equipment, including email, is public and as such will be monitored and may be removed at the discretion of the District.

2. **District Policy and Legal Issues** - The use of District-owned and operated technology must be in support of education and research consistent with the educational objectives and mission of the Concrete School District. Use of the District's network or computer resources must comply with District rules. Transmission or use of any material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities or product advertisement is not acceptable. Use for political lobbying is prohibited. All software installed on District equipment must be licensed by the District. The use of illegal or unlicensed software on district equipment is not allowed and will result in removal of the software and may result in prosecution or disciplinary action.

The following are not permitted:

Sending or displaying offensive messages or pictures, Using obscene language, Cyber bullying, Damaging computers, computer systems or computer networks, Violating copyright laws, Using another's password, Trespassing in another's folders work or files, Employing the network for commercial purposes, Changing computer settings to personalize the computer, Downloading anything off the Internet without the consent of the technology supervisor, Moving computers or computer systems components, Troubleshooting software or hardware problems, Chatting, Checking personal email, Loading software without tech approval, instant messaging without prior authorization.

3. **Security** – All District technology resources are public resources used for a broad variety of educational record keeping and business operations. Security and dependability of these resources is critical. Attempting to violate security, harming or destroying equipment, modifying or misusing other people's information, or attempting to gain unauthorized access to someone else's account will not be allowed. Individual site policies will determine consequences to violation, and students will be held accountable for any loss or damage. Specific policies and procedures will be presented to students within each site. Site policies and procedures will be updated regularly to include changes in technology, current issues of concern and other changes as needed.

4. **Due Process** – Questions or concerns regarding the use of Technology should be directed to the Technology Supervisor. If concerns are not addressed satisfactorily, a written request for review may be submitted to the Office of the Superintendent. A meeting will be scheduled with the Superintendent or designee as soon as possible.

Authorization Section:

I understand and will abide by the above Technology Use Agreement. I further understand that any violation of the regulations above is unethical and may result in professional disciplinary action and/or appropriate legal action. I agree to communicate these guidelines to the students with whom I work. I agree to enforce these guidelines and all other rules and procedures regarding the use of Technology established within each site. I will observe students, on computers connected to the internet, at all times in accordance with the Children's Internet Protection Act (CIPA).

Staff Person's Name (Print) _____

Staff Person's Signature _____ Date _____

Please return this form signed to your school office. A copy must be given the Technology Coordinator. Year _____