



Staff Technology Acceptable Use Policy 2023-24

DURATION OF AGREEMENT:

This agreement is between the David Douglas School District and its employees from the date of electronic signature through June 30th, 2024. This is a year long agreement. The user agrees to immediately return all equipment and associated peripherals upon change of employment status.

ACCEPTANCE OF RESPONSIBILITY:

David Douglas School District Technology equipment, when used by me outside of my work hours and locations is my responsibility. I further understand that if the equipment is stolen or damaged outside of my work hours and/or locations, my insurance or I may be required to reimburse the School District for its loss including costs associated with troubleshooting, repair or reconfiguration of software. I agree to notify the David Douglas School District Technology Department of any damage or loss as soon as practical in order to expedite repair or replacement.

TERMS OF USE:

- This equipment shall remain the property of the David Douglas School District.
- I agree not to attempt to alter the equipment, its components, or its peripherals. This includes removing District installed software such as PaperCut, TrendMicro, Filewave, and iBoss.
- I agree not to physically deface or mark the equipment (e.g. etching, paint, permanent ink, etc.).
- This equipment shall not be used in a manner that knowingly violates federal, state, or other laws, including but not limited to copyright violation (e.g. illegal video and/or music sharing) and/or software piracy.
- This equipment shall not be used to publish or produce media that violates the rights of staff, students, or District publication policies.

EMPLOYEE AND NON-EMPLOYEE (Contracted Services) ACCEPTABLE USE POLICY:

David Douglas School District teachers, students, and Non-Employees (Contracted Services) use technology and internet-based tools (e.g., Google Apps for Education, Online Curriculum, online multimedia, etc.) on a regular basis to meet the district's standards and prepare students to live and work in the digital age. These technologies improve staff and student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Our goal in providing access to these resources is to enhance the education of our students and to educate them in responsible and appropriate use.

I understand:

1. That my use of any district technology (computer, network, internet, resources, etc.) may be monitored.
2. That should I break this contract my access to computers may be revoked and disciplinary actions might be taken.
3. That my online activity while using district technology and the district network (internet) is neither private nor confidential.

TERMS OF AGREEMENT:

- I accept that using computers and accessing the Internet is an educational advantage afforded me by the David Douglas School District and that inappropriate use of computers may result in my loss of their utilization and other possible disciplinary action.
- I accept that the primary use of computer resources and the district network is to support teaching and learning.
- I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by the school district.
- I will not invade the privacy of others or access the network or files of any business, person, or agency with the intent to steal, subvert, destroy, or view information which is not appropriate.
- I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet activity can be monitored.
- I will not access information which is considered illegal, pornographic, dangerous and/or potentially damaging.
- I will not conduct business transactions, commercial activities or political lobbying.
- I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.
- I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.
- I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.
- I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures.
- I understand and agree with the terms of this agreement and acknowledge that the David Douglas School District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's technology and/or the district network.
- I will return all district provided technology upon retirement, resignation, or termination.
- I understand and agree to the "Computer Use" and the "Cell Phones, Personal Electronic Devices and Social Media" sections of the [Employee Handbook](#) and related [Board Policy GCAB](#)

VIOLATIONS/CONSEQUENCES:

- Violations of this agreement may be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements, contract agreement for non-employees, and applicable provisions of law.
- Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
- Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC