

**EMPLOYEE USE OF THE DISTRICT’S COMPUTER SYSTEMS  
COMPUTER SYSTEMS USE AGREEMENT**

Employee is defined as personnel having access to the district’s computer systems and electronic communications who are paid, or unpaid, e.g., student teachers, interns, volunteers.

I have received and will abide by the Employee Use of the District’s Computer Systems Policy (Policy #4540) and Use of Social Media Policy (Policy #4550).

- I understand that the district and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me.
- I understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.
- I understand that the system’s security aspects, such as personal passwords and the message delete function for email can be bypassed, and the District’s ability to monitor and review is not restricted or neutralized by these devices.
- I understand that the monitoring and reviewing process also includes oversight of Internet access and of document downloading and printing.
- I understand that creating a student record on a personal device subjects the device to disclosure under the Freedom of Information Act.

In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board Members, employees and agents from any claims and damages arising from my use of or inability to use the Internet.

DATE: \_\_\_\_\_

NAME (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_