

Technology Usage Agreement Staff		8/1/2013	-Effective
		7/19/2013	-Revised
Referenced Policy	<i>Information Technology Program</i>	Jason Crahen	-Author

TECHNOLOGY USAGE AGREEMENT

Access to District Technology provides the opportunity to interact with the world at large. This opportunity brings with it certain responsibilities. Please read the following carefully:

1. The use of District Technology is a privilege which may be revoked by the Jennings School District administration at any time for abusive conduct. Such conduct would include, but is not limited to, the placing or receiving of unlawful information on or through the computer system and the use of obscene, abusive or otherwise inappropriate language or images in either public or private files or messages.

2. Violating copyright laws, vandalizing another person's data, wasting finite resources, gaining unauthorized access, invading privacy and posting falsified and/or anonymous messages is forbidden.

3. The Jennings School District reserves the right to edit or remove any material stored in files which the administrative/technical staff, in its sole discretion, believes may be in conflict with district usage standards.

4. Information services and features contained on the INTERNET are intended for the private use of authorized individuals and any commercial or other unauthorized use of these materials, in any form, is expressly forbidden.

5. Information contained on the INTERNET is available for general information purposes and is in no way recognized by the Jennings School District to refer to, or be applicable to, any specific person, case or situation.

6. E-mail responsibilities include checking E-mail regularly deleting unnecessary messages, remaining within limited disk quota and not interfering with other users by sending chain letters or broadcasting messages to lists or individuals and logging out after use.

7. When using District Technology, including email and internet, it is strictly prohibited to:
 - Send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks.
 - Forward or copy a message to another user without acquiring permission from the originator.
 - Send unsolicited e-mail messages or chain mail,
 - Forge or disguise your identity when sending mail.

Technology Usage Agreement Staff		8/1/2013	-Effective
		7/19/2013	-Revised
Referenced Policy	<i>Information Technology Program</i>	<i>Jason Crahen</i>	-Author

- Open unsolicited or suspect attachments.
- Subscribe to a newsletter or news group without permission from the Building Principal.
- Utilize encryption software.

8. ETIQUETTE - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone number or the names, addresses or phone numbers of other individuals.
- d) Note that electronic communications are not private. People who operate the system have access to all technology resources. Any electronic communications relating to or in support of illegal activities may be reported to the authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.

9. VANDALISM – Vandalism will result in the revocation of all INTERNET privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another local or networked user. This includes, but is not limited to, the uploading or creation of computer viruses.

10. Activation of the e-mail account will indicate that the user agrees to comply with these guidelines.

Accounts may be accessed over the Internet by navigating to www.gmail.com. Building level assistance may be obtained by submitting an IT work order. Log-in problems should be reported to Helpdesk at (314-653-8146). Employees are responsible for safeguarding their passwords and private information.

11. Technology usage should not be excessive or interfere with job responsibilities. Employees should not connect personal equipment without authorization from Technology Office. District employees will only access any student information system or Information Warehouse if it is necessary to perform their duties. Employees will only access student, employee or parents/guardian information as it pertains to their position/location or that has been assigned to them by the

Technology Usage Agreement Staff		8/1/2013	-Effective
		7/19/2013	-Revised
Referenced Policy	<i>Information Technology Program</i>	<i>Jason Crahen</i>	-Author

superintendent or designee. At no time will employees view or manipulate district information for personal use and will strictly safeguard information associated with FERPA and HIPAA laws.

CONSEQUENCES OF MISUSE:

- Possible disciplinary up to and including suspension or termination
- Possible notification of Law Enforcement Officials

Technology Usage Agreement Staff		8/1/2013	-Effective
		7/19/2013	-Revised
Referenced Policy	<i>Information Technology Program</i>	<i>Jason Crahen</i>	-Author

I have read the terms and conditions of this DISTRICT TECHNOLOGY USAGE AGREEMENT. I/we understand that access is designed for educational purposes. Should this agreement be violated, the user is subject to loss of all technology related privileges, as well as other disciplinary action appropriate to the circumstances.

Print Staff Name

Staff Signature

Date