

Employee Technology & Internet Use Agreement Form

User Name (Printed): _____

I, the undersigned, understand that the use of district technology and accounts is necessary for the completion of most district jobs. I also understand that use of district technology is a privilege that comes with responsibilities. If this privilege is lost due to failure to follow established rules and policies, it may leave me unable to adequately fulfill my job duties. I understand that there is no expectation of privacy with district accounts or devices, and that the district has the right to review the contents of my district accounts or devices at any time, including sent and received email.

1. I will keep my passwords and accounts secure. *Do not share your accounts or passwords with anyone else, ever. You will be held responsible for anything that is traced back to your account.*
2. I will not dismantle, abuse, or vandalize District equipment and hardware. *Repair and/or replacement costs to District equipment may be charged to staff if damage results from negligence or abuse.*
3. I will not attempt to access other people's files or accounts, or to bypass system security or guess passwords, including, but not limited to wireless, student data management, email, or other account passwords. Attempting to gain unauthorized access to accounts, websites, or content hosting services outside of the district is also strictly prohibited. *If you become aware of a security problem, inform your supervisor.*
4. I will not intentionally disrupt, misuse, or waste district technology resources. *Academic use of resources has priority over all other uses. Bandwidth and computer resources should be utilized only for educational purposes during work hours. Chain letters and junk email are expressly prohibited. Posting to social media, image, audio, or video hosting sites during work time is strictly prohibited unless it is done for educational or school related purposes.*
5. I will not use District equipment or accounts to create, access, or transmit inappropriate material. *Inappropriate materials include web pages or files about pornography, gambling, illegal activities, or which are meant to intimidate or bully, or which include personal information about students. It is also inappropriate to create or transmit material that is slanderous or harassing in nature, or that is intended to discredit or disparage an individual, school, school district, organization, or business.*
6. I will only use generative AI tools that have been formally approved by the district. *I will clearly communicate with students when and how AI tools are being used, and will ensure AI-generated content is age-appropriate and aligned with curriculum standards. I will avoid using AI to replace core instructional responsibilities unless explicitly approved. I will not enter sensitive student records (e.g., medical, disciplinary, IEPs) or confidential staff information into any AI platforms, unless doing so has been specifically approved by the District in writing. I will supervise student use and provide guidance on ethical and responsible use.*
7. I will not use devices, including but not limited to cell phones, (except during emergencies), or other image or audio capturing devices at school or my workplace, to capture images or recordings of students on school grounds or at school activities at any time, except with the express written approval of site and/or district administration. I will not disseminate or share the personal information of any other individual, including, but not limited to students.
8. I will not use technology to bully, or cyberbully anyone, and I will report any bullying or cyberbullying I see taking place to my supervisor. *Cyberbullying is using technology to harass, bully, embarrass, threaten, or target another person.*
9. I understand that violation of this agreement may result in consequences not limited to a loss of access to district technology and accounts, as well as reprimand, demotion, reassignment and/or dismissal, and may also lead to legal action.

Persons not associated with the district must have written approval of the Superintendent or other designated person in order to receive access to the district computer system.

Signature of User: _____

Date: _____

District Approval: _____

Date: _____