

SHOW LOW UNIFIED SCHOOL DISTRICT #10

**USE OF ELECTRONIC INFORMATION SERVICES IN INSTRUCTION
TECHNOLOGY USER AGREEMENT
EMPLOYEE**

Please read this document carefully. When signed it becomes a binding agreement.

Terms and Conditions

Acceptable use. I will use the service to support personal educational objectives within the educational goals and objectives of the School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not view, submit, publish, display, or retrieve materials forbidden by local, federal or state statutes, laws and regulations, or District policies and regulations. I will not download, upload, copy or install software (programs) that does not follow District Software Guidelines & Procedures on District owned hardware.

Monitoring. I consent to the monitoring of any use of Electronic Information Services. This includes e-mail I may send and receive.

Personal responsibility. I will promptly report any misuse of the electronic information service to the system administrator.

I understand that many services and products are available for a fee and accept financial responsibility for any expenses incurred without District authorization. I also agree to pay all costs of repair to any hardware and software that I may damage through misuse or violation of District policy or regulation.

Employee responsibility. I agree to:

- Maintain supervision of students using EIS.
- Agree to directly log on and supervise the account activity when allowing others to use a personal account.
- Take responsibility for maintaining confidentiality for any user information or personal accounts (including passwords), and file and directory protection measures to prevent the use of personal accounts by unauthorized persons.
- Never use or allow other to use EIS for any inappropriate material.
- Adhere to District Software Guidelines & Procedures. Copying, downloading, uploading or installing of software without authorization and proper licensing is prohibited.
- Adhere to District guidelines and policies pertaining to publishing Internet Web sites.
- Inform my administrator and a representative of the Technology Department when publishing to the Internet.
- Teachers and Administrators: Read and understand the Student User Agreement (appropriate to grade level(s))

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, receive, view or encourage others to send, receive or view abusive, defamatory, obscene messages, inaccurate, profane, sexually oriented, threatening, racially offensive, vulgar or illegal materials.
- *Respect privacy.* I will not reveal or request personal information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

- *Respect the intellectual property of other users and information providers.*
- *Observe these other considerations:*
 - Be brief.
 - Use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for my articles.
 - Post only to known groups.

Services. The School District specifically denies any responsibility for the accuracy of information obtained while using the EIS. While the District will make an effort to ensure access to proper materials by using an electronic screening device, protective programming (Internet Filter) and passwords, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations regarding appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that use of the EIS is a privilege not a right, and as such may be suspended at any time. I also understand that any violations of the above terms and conditions or any District technology policies, regulations or guidelines may result in revocation of my use of information services and may subject me to disciplinary action which could include dismissal from employment with the Show Low School District.

Employee Name (printed) _____

Signature _____

Date _____

School/Location _____