

# Employee Acceptable Use of Technology Agreement

The purpose of the Employee Acceptable Use of Technology agreement is to inform you of the appropriate and inappropriate uses of technologies as an employee of the Allen Park Schools. The use of the District's Technology Resources, including access to the Internet, is a privilege, not a right, and is subject to the District's rules and policies.

Due to the always changing nature of technology, these rules do not attempt to enumerate all required or proscribed behavior by system users.

The use of technology is encouraged to support the goals and curriculum of the Allen Park Schools. All computers, software, network equipment, telephones, related hardware and district technology are considered an extension of school property and are regulated by Allen Park Schools' Board of Education Policies.

As an employee of the Allen Park Public Schools, I agree: \*

- To use the District equipment for lawful purposes only.
- That student and staff expression in public electronic media may be subject to review, comment, editing, and/or removal by school officials to ensure the integrity of the educational process and to guard the reputation of the District.
- To not leave a computer that is logged on to the network unattended.
- To not permit students to use computers established for administrative purposes; leave computers unsecured when students are present; reveal personal passwords or secured information to other staff or students.
- To not illegally copy, send or distribute any copyrighted software, work, or other materials.
- To not send, publish, download, access, or retrieve any communication or materials which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offense, harassing, or illegal, or anything which violates or infringes on the rights of any person.
- To not use the network for any commercial purpose of financial gain.
- To not use the network for any advertisement or solicitation without approval from the Superintendent.
- To not access, attempt to access, modify, or delete any record or file of another person without permission or authorization.
- To not make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, spam, or similar computer code.
- To not use electronic mail to send unsolicited bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance. To not use vulgarity, obscenity, or swearing in messages or electronic postings.
- To not attempt to access material or sites which are blocked by the District or attempt to use the network while access privileges are suspended.
- To not upload, download, transmit, or post material that is intended/unintended to consume computer resources such as disk space, bandwidth or any action affecting the performance of the network.
- To promptly report any suspected breach of security or data integrity to the Director of Technology.
- I acknowledge that I have read and agree to the computer network, internet and technology acceptable use guidelines and understand that technology privileges will be revoked at any time and disciplinary action may be taken if I am found to be using any technology contrary to the guidelines.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_