

Staff Use of District Technology (Annual Acceptable Use Agreement)

In order to provide for the appropriate use of district technology in keeping with Board of Education policy and regulation, the following "Acceptable Use Agreement" has been developed. (A copy of this agreement will be distributed for signature before a staff member is issued an Internet or other district network account.)

Terms and conditions

All district technology devices having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges.

1. **Acceptable use:** The use of your Internet account must be consistent with the educational objectives of the Archuleta School District 50 JT. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
 - a. copyrighted material
 - b. threatening, or obscene material
 - c. material protected by trade secret
2. **Privilege:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close a network account at any time, as required.
3. **No warranty:** The Archuleta School District 50 JT makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Archuleta School District 50 JT will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **Security:** Security on any district technology device is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet.
5. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. **Unauthorized costs:** Without specific permission from the system administrator, staff members are prohibited from accessing fee services via the Internet. If such services are accessed, the staff member will be responsible for any fee or cost involved.
7. **Financial Responsibility:** All employees will be responsible for the proper care and use of their district technology device. Negligent use resulting in damage of such equipment will be the responsibility of the individual employee. Financial responsibility will be determined by the Superintendent.

I understand and will abide by the above Agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Your signature on the Acceptable Use Agreement is legally binding and indicates that you have read the terms and conditions carefully and understand their significance.

Employee Name: (Please Print Legibly)

Employee's Signature: _____ Date: _____

Issued: September 10, 2002
Revised: August 21, 2014
Amended: May 11, 2021