

Dillingham City School District

Staff Computer User Agreement

Staff of the Dillingham City School District are eligible to have a computer, iPad or other electronic devices assigned to them for their schoolwork. Technology issued from the Dillingham City School District's Technology Department are property of the Dillingham City School District. Any user of these technologies must follow the Staff Computer User Agreement and computer/technology/internet use is a privilege not a right. In the event a staff member violates the terms of the Staff Computer User Agreement, documentation will be provided to that individual's direct supervisor and disciplinary steps may be taken.

At the end of each school year, computer/tech devices issued from the Technology Department must be returned to the Technology Department unless prior arrangements are made in writing. Staff departing mid-year needs to return their technology device(s) to the Technology Department prior to their departure. Each year the Technology Department will update software and check the condition of devices. This helps with the cycle of healthy replacement and allows for necessary repairs to be made.

All staff, or other users, must have a signed copy of this agreement on file with the Technology Department before access to the network will be allowed. It is important that users carefully read and understand this document. If you have any questions about the contents of this policy or agreement please ask your principal or the Technology Department.

Repairs/Damage/Loss:

Users are responsible for the computer assigned to them. Any damage or loss of the computer or device will be accessed on a case-by-case basis. Adults may be charged if necessary to repair or replace the computer for damages due to abuse, neglect or accidental damage.

Any time damage or loss occurs to the assigned computer or device, the Technology Department needs to be notified in a timely manner (within two school days of damage). Notifying the Technology Department allows the damage to be accessed so steps for repairs can take place.

In the event, of a missing/stolen computer, the Technology Department needs to be informed to take steps to locate the computer. The Technology Department will notify appropriate staff of the missing computer, and gather information necessary for police reports if the computer is not located within 72 hours of the first report of loss.

Computer Use:

All staff computer use is governed by the terms of the district's Staff Computer User Agreement.

The Technology Department regularly monitors use of any device connected to the school's network. **Any use of school district property is not private.** The school district reserves the right to access or monitor any and all activity and materials performed on or contained on school technology, including emails and internet activity.

Computers assigned to staff are meant for staff use. **Students should never be using staff issued machines unless prior approval from the Technology Department is given.**

If staff discovers or suspects unauthorized use of their district issued computer, the staff member must inform the Technology Department. At this time, the Technology Department will recommend resetting critical passwords and doing basic steps to ensure there has not been a data breach.

If users discover a security problem or access to areas that should be restricted while using the technology resources, including the internet, it is staff's duty to notify the Technology Department.

Acceptable Use Guidelines

1. Users must act in a responsible, ethical, and legal manner in accordance with all Federal, State, or District laws, rules, policies, guidelines, and regulations. Use of the network for the following purposes is prohibited:
 - a. Facilitating illegal activity.
 - b. Promoting or advertising for commercial or for-profit products or services.
 - c. Promoting political campaigning, political lobbying or religious purposes.
 - d. Performing non-work or non-school related work during regular school or work hours.
 - e. Creating or transmitting hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication.
 - f. Illegally installing, distributing, modifying, reproducing or using copyrighted material.
 - g. Accessing obscene or pornographic material.
 - h. Intentionally obtaining or modifying files, passwords or data belonging to others.
 - i. Allowing students access to teacher laptops or settings.
 - j. Posting anonymous messages.

- k. Installing, downloading, or uploading unauthorized or non-licensed games, programs, files or other electronic media.
- l. Destroying, modifying or abusing hardware, software, or data that could disrupt network services.
- m. Disrupting the work or learning environment of other users on the network.
- n. Quoting or forwarding personal communications in a public forum, including, but not limited to chat rooms and list serves, without the original author's prior consent.

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All staff and other users must have a signed copy of this form on file with the Technology Department each year before access to a computer, technology device and network is allowed.

It is important that staff carefully read the Staff Computer User Agreement. If there are any questions about the contents of the agreement, ask the Technology Department **before** signing this agreement.

I have read, understand, and agree to comply with the rules stated in the Dillingham City School District Staff Computer User Agreement. I further understand that I am responsible for reading and complying with any changes made to this policy. Should I commit any violation of this agreement, I understand that my access privileges may be revoked, denied, suspended and, further appropriate school disciplinary or legal action may be taken.

First Name _____ Last Name _____

Signature _____ Date _____