

**PLUMMER-WORLEY SCHOOL DISTRICT 44**  
**STAFF TECHNOLOGY USE AGREEMENT**

On-campus use of technology and the Internet is part of the working environment. Equipment users should take personal responsibility for behavior while on line. It is expected that district employees will conduct their on-campus technology and Internet activities under the following guidelines:

- All use of school technical resources such as computers, cell phones, VCR's etc., and technology used to access the Internet must be in support of and consistent with the educational objectives of the school district.
- Personal use such as personal email, personal word processing, personal web surfing, should be limited and during non-working times.
- Use of social media should be limited to non-working times unless it is for official district purposes.
- Employing the Internet for commercial purposes is prohibited. District e-mail services may not be used for: a mass mailing not of District or educational business, messages which promote a political view or candidate, commercial activities not approved by appropriate supervisory District personnel (i.e., sale of personal items, etc.); personal financial gain; uses that violate other District policies; uses that are inconsistent with state or federal law.
- Using the system for a forum for the expression of personal opinions is not permitted.
- Transmitting any material in violation of a U.S. or state regulation or School Board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communications. Use of, view of, or dissemination of said materials is a serious abuse.
- Any information accessible via the Internet should be assumed to be private property and subject to copyright laws unless otherwise clearly indicated.
- Users have a responsibility to respect the privacy and property of other users. Users should not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
- For their own safety, users should not reveal any personal information such as addresses or phone numbers on the Internet.
- Users should not expect that files stored on school district servers will always be private. School network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
- Downloading information except as directed by the network administrator is prohibited.
- E-mail uses are expected to be ethical and responsible in their use and to comply with state and federal laws.
- Users must understand that communications created, received or backed-up on the system are public documents. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. Although the district does not routinely monitor all messages, it does have the authority, at any time, to inspect the contents of any district equipment, files, or mail on its' system for any legitimate business, legal or disciplinary purpose.
- E-mail related to a student is considered part of an educational record. As long as an e-mail message or any attachment related to a student is maintained on a computer or server, it constitutes an educational record and is subject to FERPA (Family Educational Rights and Privacy Act) until it is permanently deleted.
- Users are expected to delete files on a regular basis in an effort to keep storage manageable.
- Users may not download unauthorized software.
- Users should respect copyright and software license agreements.
- Users agree to follow School Board policy.

**Users agree to follow School District Web Site Guidelines:**

Classroom web sites must comply with guidelines for school district web sites in the areas of:

- Quality of content
- Student/staff safeguards
- Web cam guidelines
- Copyright laws, ownership, disclaimers
- Technical and design standards with the following modifications: Each classroom homepage should contain:
  - a blanket copyright statement covering all subsidiary pages
  - a link to the school's homepage
  - the name and e-mail address of the classroom web editor
  - the last date of modification clearly displayed

**Violation of Technology/Internet Responsibilities:**

- Failure to follow appropriate practices may result in disciplinary action. Any violation of procedures will subject the user to discipline, which may result in revocation of e-mail service privileges, up to and including termination of employment, referral to law enforcement agencies, or other legal action.
- Serious abuses may result in dismissal.

**Work at Home Rights for Education  
Volume Licensing Customers (from microsoft.com)**

The Plummer-Worley School District has acquired licenses through Microsoft's Academic Volume Licensing programs and we may grant to our staff members the right to use a second copy of Microsoft Office on either a home or portable computer for **work-related purposes**. Staff members must first have this software legally installed on a computer at school where they are the primary user.

Users will be asked to read and sign the Microsoft Take Home Agreement, which will be kept on file by the building secretary. In the event that users sell or retire the computer, they will be asked to remove Microsoft Office. If users leave the District, they are required to remove the software from their computer.

I have read, understand and agree to abide by the Technology Use Agreement.

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Employee Signature

Current Date