

## **NOME CITY SCHOOLS Technology Acceptable Use Agreement for STAFF**

**Introduction** - I understand that Nome City Schools provides a technology rich environment to enhance student learning and staff productivity. Technology is an integral part of the workplace. I agree to comply with the expectations of the school district and use technology in a responsible and appropriate manner. I understand that the school district's definition of technology includes, but is not limited to, computers, peripherals, electronic devices, software, Internet, e-mail, cellular telephones, personal digital assistants and the district network. My use of the district's technology is a privilege. I am responsible for the appropriate use of all technology to which I have access.

**District Internet and E-Mail Rights and Responsibilities** - Internet access and e-mail usage is an important means of communication. Staff members are responsible for appropriate use of the Internet, E-mail and district networks. Communications on the network are often public in nature. General school and district rules and policy for behavior and communications apply. Access to network services is given to staff that agree to act in a considerate and responsible manner. It is expected that users will comply with the District Internet Policy (6161.4) and the Electronic Mail (E-Mail) policy (BP 3523).

### **Terms of Acceptable Technology Use Agreement**

1. I am personally responsible to use school district technology only in support of education, research, and the educational goals and objectives of Nome City Schools.
2. I will not access or attempt to access personal web pages, instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school-approved, filtered Internet communication while on the District network.
3. I will not transmit any material prohibited by United States statutes. This includes, but is not limited to, copyrighted material; threatening, pornographic, or obscene material; or material protected by trade secret.
4. I will not use school district technology, including computers, e-mail addresses, or web pages for commercial, non-profit, political, or religious purposes.
5. I am aware that the inappropriate use of technology and electronic information resources can be a violation of Board Policy, resulting in discipline, including loss of technology privileges. Violation of local, state, and federal laws may result in consequences including prosecution for violating these laws.
6. I will maintain the security of the school district's technology. I will report all security problems with district computers to the system administrator immediately.
7. I understand that when necessary network administrators may review files, activity and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers are always private. Within reason, freedom of speech and access to information will be honored.
8. I agree not to misuse technology. This means I will not attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. I understand that my misuse of technology may result in loss of technology privileges, disciplinary action, and/or possible legal referral.
9. I understand that Board Policy 6161.2 DAMAGED OR LOST MATERAILS applies to all District technology.

## **Nome City Schools Staff Technology Acceptable Use Agreement Certification Page**

I certify that I have read the district's Acceptable Use Agreement and Internet Safety Policy (BP 6161.4). I understand and agree to follow the terms and conditions of this Agreement. I understand any violation of the district's Internet Policy will result in the loss of Internet/network access and/or my user account; may result in other disciplinary action.

I understand that Nome City Schools is not liable for any harm or injury that I may suffer as a consequence of any inaccurate information the user may obtain through the Internet and Electronic Mail Services. By entering into this Use Agreement, I agree to be bound by this release of liability and waive any and all rights to assert claims that may arise due to use of these electronic services.

I agree to monitor student use of the Internet and District network when under my supervision and report any misuse of the Internet/network resources to school administration. I use the Internet entirely at my own risk and I hereby release the district from any claims arising from my use of the Internet.

As an employee of Nome City Schools, I agree to comply with all federal laws and district's policies and procedures regarding security and student record use. I agree to maintain confidentiality. I will only use my password and not allow others to use my account. Access to this information is a privilege and requires responsibility. Inappropriate use may result in the cancellation of this privilege or further disciplinary action may be taken.

Notice: Federal law requires that keepers of student educational records and individually identifiable health information consider how and whether to release information relating to students under the Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). We recommend that you seek assistance from competent sources in determining your responsibility under each of these and applicable state laws before you transfer in any form any student educational record or individually identifiable health information.

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Printed Name of Staff member

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Staff Signature

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Date