

## Employee Technology User Agreement

The Manchester City School District has technology tools for employee business use. The tools (hereafter called the system) include but are not limited to hardware, software, Internet Access, e-mail Access. Please read the responsibilities listed below and, if you can agree to the terms, sign this agreement and return it to your building principal or supervisor.

### Employee Responsibilities:

1. I agree to use the Internet resource in a responsible and professional manner. I will not seek, copy, or use objectionable materials which might be inappropriate for an educational institution or which would be inappropriate for children. I understand that misuse or inappropriate use includes, but is not limited to, any messages or files sent/received (solicited) that indicate or suggest pornography, unethical or illegal solicitation, racism, violence, sexism, inappropriate language and other such issues. I understand that I cannot be held responsible for the receipt of unsolicited materials which may be unacceptable or unlawful, but that it is my responsibility to destroy the objectionable material without delay and, if appropriate, to notify my building principal or supervisor and the proper legal authorities regarding the said material.
2. I agree that use of the system must be in conformity with state and federal law and district policy. Use of district technology for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the Director of Schools/designee(s).
3. I agree that the system constitutes a public facility and I will not use the system to support or oppose political candidates or ballot measures.
4. I agree that I will not use the system to disrupt the operation of others and will not attempt to use malicious programs or harass other users to gain unauthorized access to any resources. I will never share my password with other users (except for the Director of Schools/designee(s)) and I will never ask another user for his/her password.
5. I agree that the Director of Schools/designee(s) has access to all electronic files and I have no expectation of privacy with respect to electronic files or e-mail. I further agree that, while the Director of Schools/designee(s) will not normally inspect the contents of electronic files or e-mails, that he/she has the right to do so at any time without recourse.
6. I agree that I will not install, download, or use any software, or other materials, not provided or approved by the district Technology Department on my computer (or any computer or server) without specific permission from the Director of Schools/designee(s).
7. I agree to abide by the software and hardware technology standards provided by the technology department.
8. I will let only those students who have a completed Internet Users Agreement on file use the Internet.
9. I will not allow any student to use the Internet except under my direct supervision.
10. I will not allow students to submit personal information to anyone trying to contact them on the Internet.
11. I will instruct every student in my class or classes on the acceptable use of the Internet and Internet etiquette.

12. I will report any misuse of the network or the Internet to my building principal in a prompt manner.
13. I understand that violations of this agreement may result in disciplinary action as determined by the director of schools.
14. I understand that district technology (including Internet access and e-mail accounts) are to be used for school/district business and that personal use of the Internet and e-mail should be kept to a minimum.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**This signed form will be kept on file in the principal's office.**

