

## AADUSD EMPLOYEE ACCEPTABLE USE AGREEMENT

The purpose of the district's technology network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet, and email services must be in support of education and research and consistent with the educational objectives of the district. Use of other networks and/or computing resources must comply with the guidelines governing those networks.

### Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, administrative regulations, and the user obligations and responsibilities specified below.

1. Employees receive a unique user ID for network and computer use. Staff may change their password at any time and may be required to change it at regular intervals according to district security standards. Employees shall not share their password or allow it to be used by any other person.
2. All employees who have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they relate to the release of student information.

Releasing, transporting, electronically transmitting, emailing, or storing sensitive employee or student information outside the physical or logistical control of the district through the use of a USB flash drive or by other means is prohibited.

3. Employees shall use the system safely, responsibly, and primarily for work-related purposes. Occasional and incidental personal use of the district's IT resources and Internet access is allowed subject to limitations. By the allowance of such use, however, the district does not grant any ownership, privacy, or expectation of privacy to any person in the contents of any messages or other Internet activities involving district resources or equipment.

Personal use of the Internet is prohibited if:

- it materially interferes with the use of IT resources by the district; or
  - such use burdens the district with additional costs; or
  - such use interferes with the staff member's employment duties or other obligations to the district;
- or
- such personal use includes any activity that is prohibited under any district board policy or regulation, state or federal statute or policy, or this Agreement.

The district is not responsible for any loss or damage incurred by an individual as a result of personal use of the district's electronic communications resources.

4. Personally owned technology devices may be used for district business. However, this privilege may be revoked at any time at the discretion of an administrator. Any employee that uses a personal technology device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate. If an employee uses his/her personal device for work, he/she must allow all work files created as a paid employee of the district to be copied from the personal device to a district owned storage device upon resignation or termination from the district. Under no circumstances may a district administrator access or confiscate a personally owned technology device. Email sent and received using a district email account, including messages deleted by the user, is recorded and stored by the district, independent of whether the email is accessed from a district-owned or personal

device, or from within the district's network or outside of the district's network, and can be accessed by staff without the user's password. History of websites visited from any device while on the district network is also recorded and stored.

5. By signing this Agreement, the employee consents to the search of their assigned district owned device(s) at any time by the District or its representatives to ensure that the employee is using the device consistent with all District policies and regulations, state or federal statute or policy, and this Agreement, to obtain information needed to conduct the district's business, and to seek information regarding potential employee misconduct. For that reason, the employee should not access, download or store anything on the device that he or she does not want the District or other third parties to see or disclose.

6. Employees shall not access, post, submit, publish, email or display any matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed by an objective observer as harassing or disparaging of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. No messages may be transmitted under an assumed name or another user's login. Users may not attempt to obscure the origin of any message. Users of electronic communications resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the district unless appropriately authorized to do so.

7. In order to help protect employees' personal information from subpoenas or public records requests, employees shall only use their official district email address for all district and school (including academies) matters.

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

9. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

10. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications. Any domain name used for district, school, or school-related websites must be owned by the district.

11. Adding, modifying, repairing, removing, reconfiguring or otherwise tampering with any device on the network is prohibited.

12. Users shall report any security problem or misuse of technology services to the Superintendent or designee.

*I have read, fully understand, and agree to the terms of the District's Employee Acceptable Use Agreement.*

Employee's Name: \_\_\_\_\_

Site/Department: \_\_\_\_\_ Date: \_\_\_\_\_

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