TECHNOLOGY ACCEPTABLE USE FOR STAFF FORM

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

When the signed agreement is returned to the district/school, the user may be permitted use of electronic information services (EIS) resources. Additional information on the District's policy on the use of district technology resources can be found online at www.dysart.org.

Terms and Conditions

Acceptable Use:
- Users must use the EIS to support personal educational objectives consistent with the educational goals and objectives of Dysart Unified School District.
- Users must Immediately inform their supervisor if inappropriate information is mistakenly accessed.
- Users must abide by all copyright and trademark laws and regulations.
- Users must understand that electronic mail or direct electronic communication is not private and may be read and monitored by district-employed persons.
- Users must follow the District's code of conduct.
- Users must understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including termination.
- Users must publish information/student work *only* on DUSD servers or district approved web hosting vendors. Users placing information on the Internet using the District's EIS are publishing information on behalf of the District.
- Users must be responsible for the appropriate storage and backup of their data.
- Users must follow existing district policies and have appropriate administrative approval for information collection (online surveys, email, etc.).
- Users must follow existing district policies and have appropriate administrative approval when using EIS for information collection purposes (online surveys, email, etc.)
- Users must agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Users must take responsibility for assigned personal and District accounts, including password protection.
- Users must take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- Users must follow established student data privacy practices and obtain necessary permissions when considering the use of internet resources.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their educational or career development.

Unacceptable Uses:

Security and System Integrity:
- Users shall not share their Dysart network credentials with any other individual.

- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users shall not access or download VPNs or other proxy-avoiding extensions with the intent of bypassing District security features and filtering.
- Users shall not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Users may not connect or install any computer hardware, hardware components, or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not store critical documents to the local hard drive of any district device.
- Users will not possess any data, which may be considered a violation of this procedure, in paper, magnetic (disk), or any other form.
- Users shall not use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system without prior approval of the District Information Technology Department
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.
- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.

Appropriate Use of Technology Resources:
- Users shall not use the EIS in any way that would disrupt the use of the EIS by others.
- Users shall not use the EIS for commercial purposes, financial gain, political lobbying, or fraud. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures.
- Users shall not access the network for any non-educational purposes.
- Users will not download and use games, files, documents, music, or software for non-educational purposes.
- Users shall not plagiarize works that are found on the Internet or any other electronic resources including AI.
- Users shall not use personal social media accounts for district business. Users shall only use District approved social media technologies when communicating with students, parents, staff or community.

Privacy and Confidentiality
- Users shall not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not display name *or* photo to personally identify an individual without receiving written permission.
- Users shall not copy student or employee personal identifiable information (PII) to external storage devices (USB Drive, external Hard drive or local device hard drive).
- Users may not use *free* web based email, messaging, video conferencing, or chat services without permission from the District Information Technology Department.

Content and communication Guidelines
- Users shall not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Users will not harass, insult, attack others, or use obscene language in written communications.

- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not misuse a school name or logo on a personal website that gives the reader the impression that the website is an official school or District website.
- Users will not post anonymous messages.

Personal responsibility

- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

Network etiquette
I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language*. I will not send, or encourage others to send, abusive messages.
- *Respect privacy*. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- *Avoid disruptions*. I will not use the EIS in any way that would disrupt the use of the systems by others.
- *Observe the following considerations*:
    o Be brief.
    o Strive to use correct spelling and make messages easy to understand.
    o Use short and descriptive titles for articles.
    o Post only to known groups or persons.

***Services*:**

The Dysart Unified School District specifically denies any responsibility for the accuracy of information. While Dysart Unified School District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

I understand and will abide by the provisions and conditions indicated.   I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name (printed)_____ Date: _____

Signature_____

Note that this agreement applies to employees.