

Staff Name _____
(Please print) LAST NAME, FIRST NAME

Position _____

Delton – Kellogg Schools Staff Technology Acceptable Use and School Internet Access Agreement

For your protection and the protection of our district, we are required by the State of Michigan to have and follow an Acceptable Use Policy for technology. It is our sincere hope that by sharing these rules we will be able to better maintain the integrity of our computing systems.

Listed below are some of the rules to keep in mind when using technology and the Internet:

1. I will leave my computer as it is, so that it will be useful as a tool in accomplishing my work.
2. I will only use technology for which I have received training. (Section II)
3. I will only use technology for work and will avoid gathering information that is not intended for use in carrying out the duties of my position. (Section II)
4. My Password is for my use only. If I choose to share it with others, I am still responsible. (Section IV)
5. I will only access files, programs and Internet sites that I have been authorized to access. (Section IV)
6. I will not knowingly do anything that brings a virus into the school's technology. (Section III)
7. I will ask for help if I am not sure how to properly use the school's technology. (Section II)
8. I have received training on, and understand the ethical uses of the school's technology and the Internet. (Section II)
9. All technology is the property of Delton – Kellogg Schools and is under its supervision.
10. I understand that the school will not be responsible for data, time lost, or harm caused by me or by others. (Forward)
11. I will follow all copyright laws. (Section III)

I have read and understand these rules. In order to facilitate the execution of educational programs within our school district, Delton – Kellogg Schools may set forth additional rules and regulations that are not specifically stated herein. In the event that we do make changes to this document, all users will be given notification prior to the implementation of any changes.

I have read and understand the Delton – Kellogg Schools Technology Code of Ethics. I understand that access to the Internet through the school, and the use of district technology, are privileges provided to staff members for the purpose of accomplishing their work. I understand that the district will attempt to restrict access to all controversial material, including but not limited to, pornographic or abusive material, and I will not seek to hold the district responsible for materials acquired on the Internet. I hereby release the district, and its employees, agents, and operators from any and all claims of any nature arising from use of, misuse of, or inability to use District or K/RESA Internet resources. In addition, I agree to indemnify the district, K/RESA, and or K/RESA Net for any damage or liability caused by or arising out of my use or misuse of Internet resources or equipment as provided by the District, K/RESA and/or K/RESA Net.

I have been taught proper Internet and technology use and have been informed of the provisions of the District Technology Code of Ethics. I realize that I will not be able to use the District technology and/or the Internet until this form has been signed by me and is on file with the Technology Services Division. A Staff user found to be in violation of the Staff Technology Acceptable Use and School Internet Access Agreement, in accordance with Board Policy, may be subject to disciplinary action, up to and including termination from your position, and prosecution. The cost to repair any damage caused by a Staff user, either intentionally or as a result of failure to follow directions, will be charged to the Staff user.

Signature of Staff Member

Date