

Employee User Agreement--Use of Technology Resources in Instruction

(Safe and Responsible Use of Electronic Information Services)

Please read this document carefully. When signed it becomes a binding agreement.

The Flagstaff Unified School District provides Electronic Information Services (EIS) to all personnel employed by the District. Each Employee User of the EIS is required to sign the EIS User Agreement. EIS includes all District computers, mobile devices, and any other computer-accessible District source of information. To assure the appropriate usage of EIS and **for the educational purposes intended**, the District requires anyone who uses the EIS to follow its guidelines and procedures for appropriate use.

The District may log the use of District systems and monitor all devices (including personal devices) connected to District systems. EIS users must understand that all information on the FUSD network, with the exception of student records are not deemed private unless so designated by applicable state or federal law or other District Policies. Accounts may be closed and inappropriate files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the EIS. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All devices connected to the District Systems will comply with A.R.S. 34-502 (enacted, 1999), which requires public schools to limit access to materials that are harmful to minors.

District employees are required to comply with the Family Education and Privacy Rights Act of 1974, (FERPA) 20 U.S.C. 1232g, which prohibits the disclosure of personally identifiable information from student records without express written permission from parents/guardians. When selecting digital resources for classroom use, staff will review **Terms of Use** and determine those to be acceptable for students and/or parents utilizing the digital resource. (The person must agree to abide by the terms of service in order to use the offered service.). **The Privacy Policy** for such digital resources will have been reviewed and appropriate steps will be taken if parent permission/signature is required. (A Privacy Policy is a statement or a legal document that states how a company or website collects, handles and processes data of its customers and visitors. It explicitly describes whether that information is kept confidential, or is shared with or sold to third parties.)

Employee users must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of FUSD.
- Agree not to submit, publish, display or knowingly seek any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by copyright and trademark laws and regulations.
- Not reveal the personally identifiable information of others unless authorized to do so by designated school authorities.
- Understand that not all electronic mail or direct electronic communication is private and may be read and/or monitored by school-employed persons in compliance with applicable state or federal law.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes (**including hardware, software and e-mail**)
- Follow the District's code of conduct.
- Not attempt to damage, modify, or destroy software or hardware; or interfere with system security and District servers.
- Understand that many services and products are available for a fee and acknowledge the user's personal responsibility for any expenses incurred without District authorization. The District will have no responsibility financial or otherwise for any costs incurred by Employees without advance District authorization.
- Understand that anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

In addition, acceptable use for District employees includes requirements to:

- Maintain supervision of students using the EIS.
- Take responsibility for use and security of personal accounts, including passwords, password maintenance, and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- Maintain proper levels of security by not allowing students or others to use teacher/staff devices signed in under the teacher's/staff's account.
- Maintain proper levels of security by not allowing students to use teacher/staff login credentials to login students or others on their own devices.

The user agreement is presented to each potential user of EIS, and each potential user shall sign the user agreement, acknowledging the user's agreement to be bound by its terms prior to access to EIS. Upon significant changes to the policy, all personnel are expected to sign the revised policy. Failure to sign the revised policy may result in denial or revocation of EIS privileges. When the signed agreement is returned to the District, the employee will be permitted use of EIS resources.

EMPLOYEE USER AGREEMENT

Signature Page

I have read, understand, and agree to abide by this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of the electronic information system. I understand that any violations of the above terms and conditions may result in disciplinary action, up to and including dismissal and the revocation of my use of information services.

Printed Name: _____

Date: _____

Signature: _____

Site: _____