



Acceptable Use of Technology – Employee

Name: _____ **Building:** _____ **Position:** _____
First Middle Last

Saranac Community Schools provides access to technology, including computers, audio and video equipment, telephones, scanners and the Internet, as a privilege to users who agree to act in a lawful and responsible manner. The purpose of this document is to make you aware of the responsibilities that you are about to assume while using the above listed school resources. If you violate any of these provisions, we may terminate your access and further disciplinary and/or legal action may be taken.

Saranac Community Schools agrees and complies with the tenets of the Children’s Internet Protection Act (CIPA). The district utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene.

As a Technology User at Saranac Community Schools I agree to the following:

- 1) That the purpose of my technology use at Saranac Community Schools is for educational and work purposes.
- 2) I will not knowingly create, retrieve, view, transmit or publish - by any means - any vulgarities, threats or obscene or otherwise inappropriate material.
- 3) I will not use the technology resources of the district for my personal or commercial financial gain.
- 4) I will not access or attempt to access applications or systems which have been restricted by the administration of the district.
- 5) I will not use any of the technology systems to violate any laws, guidelines or Board Policies.
- 6) I will not violate any copyright laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
- 7) I will use e-mail in a manner consistent with the purposes of Saranac Community Schools.
- 8) I agree that I will not install, download or use any software brought in from outside sources unless proper approval is given from my administrator, curriculum administration and the Technology Department.
- 9) I will not intentionally seek information, obtain copies of, or modify files or other data belonging to other persons unless given permission to do so.
- 10) I will not use anyone else’s ID or password. I will not use a computer that another user is logged in to.
- 11) I will not share my password with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 12) I will not harm or destroy any hardware, software, or data that belongs to the Saranac Community Schools and its users. I understand that I may be held financially responsible for damages if I vandalize any of the school’s technology systems.
- 13) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 14) I will not knowingly attempt to disable, evade or defeat the district’s Internet filtering software. I will abide by the policies and guidelines of the district which concern all aspects of staff or student privacy and Internet safety.
- 15) I understand that the district has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the district’s technology resources and to report misuse to the superintendent or his/her designee.
- 16) I release the Saranac Community Schools, it’s sponsors, staff, administration and Board of Education and all organizations, groups and agencies with which Saranac Community Schools is affiliated for any and all claims of any nature arising from my use or inability to use the technology resources.
- 17) I understand that this policy is in affect at all times while using school resources.
- 18) For teachers, I agree that I am responsible for supervising students using school technology resources while under my direction.

Saranac Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. Saranac Community Schools specifically denies any responsibility for the accuracy of information obtained.

I have read the above stated rules for acceptable computer system use, I understand them, and I agree to comply with them.

Employee Signature: _____ Date: _____

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CC: Employee, Personnel File, Director of Technology