

Franklin Special School District Employee Use of Electronic Access Agreement

In accordance with Board Policy 4.406 and 1.805, the following procedures are to be followed by all employees who access the district's computer system. Please read and sign this agreement and return it to your supervisor.

1. I agree to use electronic resources made available by FSSD in a responsible and professional manner, in accordance with state and federal law, as well as district policies and guidelines, including the *FSSD Network and Internet Use Agreement* and *Guidelines for Technology Use*. I will not seek, copy, or use materials that are objectionable or inappropriate for an educational institution. I understand that inappropriate use includes, but is not limited, to any messages or files sent, received (solicited), or stored that indicate or suggest pornography, unethical or illegal solicitation, racism, violence, sexism, harassment, bullying, and inappropriate language.
2. I understand that I cannot be held responsible for the receipt of unsolicited materials, which may be unacceptable or unlawful, but that it is my responsibility to destroy the objectionable material without delay and, if appropriate, to notify my supervisor and the proper legal authorities regarding the said material.
3. I understand the use of the system for commercial solicitation is prohibited. I also understand that the director of schools must approve use of the system for charitable purposes in advance.
4. I understand that the system constitutes a public facility and I will not use the system to support or oppose political candidates or ballot measures.
5. I agree that I will not use the system to disrupt the operation of others and will not attempt to use malicious programs, harass other users, or attempt to gain unauthorized access to any resources. I will never share my password with other users (unless it is necessary for technical troubleshooting) and I will never ask another user for his/her password.
6. I understand that the system administrator has access to all electronic files and I have no expectation of privacy with respect to electronic files or email. I also understand that, while the system administrator will not normally inspect the contents of electronic files or emails, the FSSD reserves this right for business purposes as well as for disciplinary or legal actions.
7. I understand that all teachers and staff are responsible for backing up their files and transferring files to new equipment as needed. I also understand that personal files should never contain confidential student or employee information. I understand that portable storage devices such as flash drives, ipods, mp3 devices, etc., should never be used to store and transfer confidential information.
8. I will not install or use any hardware/software to an FSSD computer that is not approved by the FSSD Technology Department. This includes hardware that can bypass the FSSD network, such as "hot spots" or cellular network adapters (e.g., AirCards or PC Cards).
9. I will not connect any personal computer to the FSSD network without written permission from the FSSD Technology Department.
10. I will not connect any equipment (routers, switches, wireless access points, etc.) to the FSSD network. I will not remove or move equipment on the FSSD network without written permission from the FSSD Technology Department.
11. In order to check out equipment for use outside of the district, I will first get permission from my principal/supervisor and then sign the appropriate forms in the FSSD Technology Department.
12. I understand that our district's email system is for educational business only and I will not distribute, by individual or group, any solicitation of a personal, commercial, religious or political nature.
13. I have read the *FSSD Guidelines for Technology Use* and agree to promote them with students under my supervision. Because the student may be permitted use of the network for individual work outside of my supervision, I understand that I cannot be held responsible for the student's use of the network. However, as the sponsoring FSSD faculty or staff member, I agree to instruct students under my supervision on acceptable use of the network and proper network etiquette.
14. I will not post data, documents, photographs or inappropriate information on personal or professional social networking sites that is likely to create a material or substantial disruption of classroom/school activities or district operation. I understand that socializing with FSSD students on personal social networking websites is prohibited.
15. I will not access social networking sites on school computers during school hours except for legitimate instructional purposes, as authorized by the Director of Schools or designee.
16. I understand that violation of this agreement may result in disciplinary action as determined by the Director of Schools.

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____