

Responsible Use Agreement for Buhler USD #313 Staff

The Purpose of the Responsible Use Agreement is to set forth the guidelines and expectations for the responsible use of technology by staff (reference Board Policy IIGB) in order to provide a safe, appropriate and effective learning environment for all at Buhler USD #313. We believe it incumbent upon staff to use this access to further the educational process.

RESPONSIBLE USE AGREEMENT

I accept that using district devices and accessing the Internet is a professional and educational privilege. Therefore, I will use all district-issued devices with respect and in an appropriate manner.

I accept that the primary use of technology and the Internet is to support our mission and vision, while upholding our core values: higher level learning, respect, honesty, collaboration, and integrity.

I will appropriately use the technology that has been provided for me.

It is my responsibility to keep my username and password private. I will not share my authentication credentials with anyone.

I will leave hardware, software, or computer supplies provided by the district with my supervisor when I leave the district.

Modifying (ex. adding another operating system), manipulating, and removing district devices from the building (without authorization from the administration) is strictly prohibited.

I understand that email is not guaranteed to be private and Internet activity may be monitored, as requested by an administrator.

I am liable for any damage to a district-issued device other than normal wear and use. I will treat the devices with care and responsibility. If a device in my care is lost or stolen, I will report it immediately. If it is not recovered, I am responsible for replacement.

It is my responsibility to follow all copyright regulations. I will not copy programs or pirate software, understanding that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I will not harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material. (See Anti-Bullying Policy adopted 10/13/2014)

It is my responsibility to create a backup of my data and I understand that the district is not responsible for any lost data on the devices I use.

By signing this Responsible Use Agreement, I agree to abide by the responsibilities listed herein. I understand that the district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the technology, our systems, and the network. I understand that should I break this agreement my access to technology may be limited, revoked and disciplinary actions may be taken.

Signature _____ Date _____