

# Community High School District 128

## Employee Technology Acceptable Use Policy

Community High School District 128's Board of Education and administration are committed to preparing our students to be successful leaders in a rapidly changing, technologically-oriented society. Employees wishing to use the school's technology resources which include, but are not limited to, access to hardware, software, storage space and the Internet, must do so in a way which is consistent with our educational mission and values. Use of the district's technology resources is meant to facilitate staff performance. Community High School District 128 will provide network and Internet access to its employees who have read and agreed to abide by the terms and conditions of this *Acceptable Use Policy*.

As an employee of Community High School District 128:

- I will use the district's technology resources for appropriate work and curriculum related activities at all times and acknowledge that such use is a privilege, not a right, and can be revoked at any time.
- I will use the district's technology resources for appropriate communications with other staff, students, parents, community members and other professionals while adhering to the guidelines set forth in the *District 128 Email Standards* and the *District 128 Expectations for Communicating Electronically with Students*.
- I understand that my use of the district's technology is not private and that the district has the right to monitor my usage. As such, I acknowledge that I maintain no expectation of privacy with respect to my use of the district's technology resources.
- I understand that all of my electronic communications via the district's technology resources may be subject to public disclosure pursuant to Illinois' public records laws and the Freedom of Information Act.
- I will actively monitor students and follow district procedure when supervising students using the district's technology.
- I will not access, display, or send written or graphic information which a reasonable person would deem obscene, inflammatory, derogatory, or offensive.
- I will not perform any illegal activity, including but not limited to, violation of copyright or other contracts, or transmit material in violation of any federal or state law or regulation.
- I agree to be responsible for any unauthorized costs arising from my use of the district's technology resources.
- I will not use the district's technology for private financial or commercial gain.
- I will not intentionally waste district resources, such as file space.
- I will not use another individual's district email account or password, nor will I disclose my own, or another individual's personal information, such as name, phone number or address.
- I will not perform any activity that would disrupt the proper and orderly operation of the district's schools.
- I agree to adhere to all other district policies of conduct when using the district's technology resources and understand that violations of any of the provisions outlined therein may result in disciplinary action taken against me, including, but not limited to, suspension or dismissal.

# Community High School District 128 Employee Technology Acceptable Use Contract

As a user of the technology resources provided by Community High School District 128, I hereby agree to comply with the requirements of the Community High School District 128 Internet Employee *Acceptable Use Policy*.

I further understand that should I commit any violation of the *Acceptable Use Policy*, my privileges may be revoked and disciplinary action, and/or appropriate legal action, may be taken against me.

In consideration for using the district's technology resources, I hereby release Community High School District 128's Board of Education, its employees and agents from any claims and/or damages arising from my use, or inability to use the district's technology resources.

Employee Name (PLEASE PRINT) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_