

SOLEDAD UNIFIED SCHOOL DISTRICT  
STAFF TECHNOLOGY ACCEPTABLE USE AGREEMENT

All employees of the Soledad Unified School District shall be responsible for the appropriate use of technology and shall use the district's technological and on-line resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. This technology should not be used to transmit confidential information about students, employees, or district affairs.

The Soledad Unified School District makes no warranties of any kind, whether expressed or implied, for the technological and on-line resources that it is providing. The Soledad Unified School District will not be responsible for any damages a user suffers. This includes loss of data resulting from equipment failure, delays, no-deliveries, mis-deliveries, or service interruptions caused by the Soledad Unified School District's negligence or by the user's errors or omissions.

Employees should be aware that the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. Said monitoring may include the use of software to record and track the use of computers, or other means. If passwords are used, the Superintendent or designee must either know them or be able to circumvent them so that he/she may have system access when the employee is absent.

Employees are authorized to use the district's technological and on-line services in accordance with user obligations and responsibilities specified below.

1. The employee in whose name technology accounts are issued is responsible for their proper use at all times. Technology accounts are any accounts needed to use district technology and on-line resources. These accounts include but are not limited to networks, e-mail, databases, etc. Users shall keep personal account information private.
2. Employees shall use the technological resources and accounts only for purposes related to their employment with the district. Commercial, political and/or personal use of the resources and accounts are strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.
3. Users shall not use the technological resources and accounts to promote unethical practices or any activity prohibited by state or federal law or district policy.
4. Users shall not use the technological resources and accounts to transmit or access material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the technological resources without the author's permission. Users may download copyrighted material for instructional use only and only in accordance with copyright laws.
6. Vandalism to the technological resources will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking."
7. Users shall respect the privacy of others and will not transmit or post personal and/or confidential information of others. Such information shall include, but is not limited to, home addresses, home telephone numbers, personal cell phone numbers, etc.
8. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

9. Users shall not attempt to gain unauthorized access to other accounts or use another employee's account without that employee's permission.
10. Users shall report any security problem or misuse of the network to the Superintendent or designee.

Internet Access

Employees understand that they may encounter material which may be controversial and which staff and/or administrators may consider inappropriate or offensive. To block unwanted material, the district is using Internet filtering software administered by the Monterey County Office of Education at all school sites and district office. Employees understand that blocking software will not totally prevent access to inappropriate or offensive information by users; therefore, it is the employee's responsibility not to initiate access to such material, and to report any observation of access to such material to their immediate supervisor. Employees will not hold the Soledad Unified School District or its staff responsible or liable for any controversial or offensive material found on the Internet.

Internet sites and services, including electronic mail (e-mail) are not guaranteed to be private. The district may use software to track on-line activity and e-mail messages on district owned computers and networks. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.

Employees understand that the Soledad Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. All users need to consider the source of any information they obtain, and consider how valid that information may be.

Employees understand that using the Internet is a privilege. They understand that to keep their privilege to use the Internet they must follow all of the rules and directions that the Soledad Unified School District establishes:

1. Employees will always use good manners whenever writing messages on the Internet. No inappropriate language will be used in the messages.
2. Employees understand that district may use software to track Internet activity on district owned computers and networks and that any work on the Internet may, but will not necessarily, be reviewed by other staff and administrators at school.
3. Employees will not send or post messages using another employee's e-mail address or account, nor will they post or send any anonymous messages.
4. Employees will never search for, download, or store information that is profane, pornographic, obscene, or that uses language that offends or tends to degrade others.
5. Employees will tell the site administrator promptly if information, pictures or videos are received which are profane, pornographic, obscene, or offensive or if another user is deliberately searching for such information that is not allowed.
6. Employees who publish Internet content must sign and abide by all provisions of the district's *Permission Form to Publish Staff Internet Content*.

Employees understand that in the School District's discretion, any violation of this Acceptable Use Agreement may result in cancellation of their access privileges, district disciplinary action, and /or appropriate legal action against them.

I, \_\_\_\_\_,  
(Print your first name and last name)

understand and will abide by the conditions and rules of the Soledad Unified School District Staff Acceptable Use Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_