

Information Technology Resources

User Agreement for Staff

I have read the District's Information Technology Resources Acceptable Use Policy governing the use of the computer and other information technology equipment and networks owned by Unified School District No 308, Reno County, Kansas (the "District").

As a District employee I agree to abide by and comply with all applicable District policies and guidelines regarding the acceptable use of the District's technology equipment, computer networks and access to the internet using District technology equipment and networks.

I understand that a violation of the District's policies and guidelines regarding the acceptable use of District information technology may result in revocation of my network access privileges and may result in disciplinary action, up to and including termination of employment. I understand that any such violation also may constitute a violation of Kansas or federal law.

I understand that the District's information technology equipment and networks are publicly owned and operated and that the District has a legal obligation to assure that such resources are used properly and that it may monitor and inspect records regarding the use of District resources. Accordingly, I understand and agree that I have no expectation of privacy in connection with my use of, or with respect to any information on, any District information technology equipment or computer network.

I understand and agree that the District's information technology equipment and networks are provided and maintained for educational purposes. Incidental personal use of such equipment and networks is permitted provided such personal use does not interfere with the operation of the District's information technology equipment or networks, does not violate District policies or Kansas or federal law, does not materially increase costs to the District or interfere with the performance of employees' job-related responsibilities.

I agree that I will not disclose or make available to any other person information technology network access codes or passwords utilized to gain access to District networks or information technology resources and that I am personally responsible for any improper or inappropriate use of any confidential or privileged information obtained by any other person utilizing my personal access code or passwords. Attempts to circumvent secure procedures for information technology or network access is not an acceptable use of the District's information technology equipment and networks.

I will not install nor attempt to install any software or peripheral equipment on any District information technology equipment nor modify or attempt to modify any software installed on or any peripheral equipment attached to any District computer or other information technology equipment provided to me by the District.

The District's information technology equipment and networks may not be used in any way for commercial purposes, for personal financial gain or benefit of any kind, on behalf of any political candidate in connection with any partisan political campaign, political party fund raising or other activities or for any activity that is unlawful or contrary to District policies.

I acknowledge and agree that I am responsible for all information technology equipment provided by the District to me for my use while I am a District employee. If any such equipment

is damaged or destroyed while in my possession, I agree to reimburse the District for the cost of repairing or replacing such equipment.

I understand and agree that this Information Technology Resources User Agreement For Staff shall remain in full force and effect so long as I am employed by the District and that the District policies and guidelines referred to herein shall include any amendments made thereto from time to time by the District's Board or pursuant to District administrative policy review procedures.

This Agreement may be signed electronically by completing all of the fields below. The agreement will be retained on file in electronic format.

Date: _____

Last 4 Digits of SSN: _____

Employee Name: _____

Electronic Signature Agreement: By typing your information in the lines above, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this agreement. If you do not wish to sign this agreement electronically, you may print, complete, and return the agreement to the Technology Support Center.

USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.