

EMPLOYEE TERMS AND CONDITIONS FOR USE OF MSD OF MARTINSVILLE TECHNOLOGY RESOURCES

Please read the following carefully before signing the attached contract. This is a legally binding document.

Definitions: For purposes of this policy, “technology” means all computers, desktop and laptop, cameras, scanners, printers, and other digital equipment that the MSD of Martinsville may currently own or acquire in the future. For purposes of this policy, “internet access” includes the Internet, World Wide Web, intranet, printers, and any other stand alone device or network or end point on any network established or utilized by the MSD of Martinsville.

Technology, including the Internet and electronic mail, is available to employees in the MSD of Martinsville. Our Goal in providing this service to our school community is to promote educational excellence in the Martinsville Schools by facilitating resource sharing, innovation, collaboration, and communication. To support these goals, all employees must agree to adhere by the terms and conditions stated below. These terms and conditions support the MSD of Martinsville policy for Employee Use of District Technology. Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action, and/or appropriate legal action.

Administrator(s) are the building principal, assistant principal(s), directors, district technology administrator (Director of Technology), district software systems administrator, district hardware systems administrator, superintendent, and assistant superintendents.

Terms and Condition

1. **Acceptable Use:** MSD of Martinsville technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational objectives of the MSD of Martinsville. Transmission or World Wide Web publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to:
 - Copyrighted material
 - Pornographic, obscene, or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form)
 - Material protected by trade secret
 - Material which is threatening, promotes violence, or advocates destruction of property
 - Material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another

- Material related to political elections. State law prohibits the use of any public funds for political activities.
- Material related to gambling, betting, or games of chance

In addition, use of MSD of Martinsville technology resources by employees may not:

- Use inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material
- Use software without proof of proper licensing
- Impersonate another user or transmit or publish material anonymously
- Conduct a business or other for-profit activity
- Use district technology in such a way that the district will incur an expense unless spending authority has been granted by the appropriate administrator
- Destroy, modify, or abuse district-owned technology or disrupt the operation of any network within the school district, or any network connected to the internet, including the use, attempted use, or possession of computer viruses.
- Create, transmit, or retransmit chain mail
- Fail to report any violation of the provisions contained herein to his or her supervisor
- from any Download free software source

Employees will:

- Use up-to-date virus protection software on any computer on which district files are created, saved or modified; this includes electronic mail.
- Check district electronic mail accounts on a regular bases. Unused e-mail accounts waste resources, are a security risk, and will be deleted if no activity is detected for a period of six months.
- Use conventional academic standards of proper spelling, grammar, and accuracy of information in all electronic materials.

Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

2. **Student Information:** Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. District employees shall not transmit or electronically publish material regarding students, parents/guardians, or district employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee and student records in accordance with MSD of Martinsville policies.

3. **Privacy:** Electronic mail and other electronic records are subject to the Public Records law, which means that any e-mail or files sent, received, or stored on the school district's technology systems is the property of the school corporation, and could become public information (i.e. appear in a newspaper) or subpoenaed for court purposes. In addition, the school district reserves the right to inspect electronic mail if there is reasonable cause to expect wrong-doing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.
4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem in the MSD of Martinsville, you must notify the district administrator immediately. Do not demonstrate the problem to other users. Safeguard your passwords, and select secure passwords. Do not use another employee's account; modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Attempts to logon to district systems as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to district technology.
5. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, the MSD of Martinsville, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.
6. **Privilege:** The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.
7. **No warranty:** The MSD of Martinsville makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MSD of Martinsville will not be responsible for any damages you suffer using district technology. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The MSD of Martinsville specifically denies any responsibility for the accuracy or quality of information obtained through our services.

All employees must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of MSD of Martinsville technology resources.

Teacher/Administrator/Staff

Last Name: _____
First Name: _____

**STAFF CONTRACT and APPLICATION FOR USE OF
MSD OF MARTINSVILLE
TECHNOLOGY RESOURCES**

Directions: After reading the STAFF TERMS AND CONDITIONS FOR USE OF MSD OF MARTINSVILLE TECHNOLOGY RESOURCES please read and fill out the following contract completely and legibly. Retain pages.



ACCEPTABLE USE POLICY

I have read the Terms and Conditions for use of MSD of Martinsville Technology Resources, I understand and will abide by the stated Terms and Conditions. I understand that my use of district technology must comply with MSD of Martinsville policy on Employee Use of District Technology. I will not use MSD of Martinsville technology resources to conduct a business, to engage in political activity, to create or proliferate computer viruses or chain mail, or conduct any activity that would violate state or federal laws. MSD of Martinsville may modify the Terms and Conditions at any time by publishing the modified condition(s) on the MSD of Martinsville web site at <http://msdadmin.scican.net>.

I understand that MSD of Martinsville electronic mail is subject to Open Records law and thus is public record unless the specific content is excluded from public record by the Federal Family Educational Rights and Privacy Act or other laws. I have no expectation of privacy when using district electronic mail systems. I alone will use any electronic mail account that I am issued by the district, and I understand it will not be used by my family members or students.

I understand that violation of the stated terms and conditions is unethical and may constitute a criminal offense. Failure to comply could result in the loss of the privilege to use district technology and may result in disciplinary action, up to and including dismissal, and/or appropriate legal action.

I understand that when I am no longer employed by the MSD of Martinsville, the Human Resource Department will inform the Technology Department. I further understand that this document and my signature retain their life throughout employment with the MSD of Martinsville.

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Use inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material, use software without proof of proper licensing, impersonate another user or transmit or publish material anonymously; conduct a business or other for-profit activity; use district technology in such a way that the district will incur an expense unless spending authority has been granted by the appropriate administrator; destroy, modify, or abuse district owned technology; or disrupt the operation of any network within the school district or any network connected to the internet (including the use, attempted use or possession of computer viruses); create, transmit, or retransmit chain mail, fail to report any violation of the provisions contained herein to his or her supervisor, and will not download free software.

By signing this page, you are agreeing to adhere to the MSD of Martinsville's STAFF TERMS AND CONDITIONS FOR USE OF MSD OF MARTINSVILLE TECHNOLOGY RESOURCES policy.

Name: (Please print): _____

Signature: _____

Date: ____/____/____