

South Lyon Community Schools Agreement For Employee Technology Access And Use

Effective the date noted below, this Employee Technology Access and Use Agreement ("Agreement") is entered into between _____ ("Employee"), and the South Lyon Community Schools ("District"), regarding the terms and conditions for access and acceptable use of educational technology through the South Lyon Community Schools.

Use of the District's educational technology, including Employee access to and use of the Internet through the South Lyon Community Schools, is limited to legitimate educational purposes to support and enhance the School District's curriculum in a manner which is consistent with the School District's mission statement. Access to and use of the District's educational technology through the South Lyon Community Schools is offered to Employees for the following educational and employment-related purposes:

- To assist in the collaboration and exchange of information;
- To facilitate personal growth in the use of technology;
- To provide resources which will enhance the Employee's job functions with the district;
- To enhance information gathering and communication skills; and
- To assist students in the use of technology to enhance their educational experiences.

The Employee acknowledges that improper use of the District's educational technology is strictly prohibited and may subject the Employee to restriction, suspension or termination of technology privileges, including Internet access and/or to appropriate disciplinary sanctions consistent with District policies and/or provisions of the applicable collective bargaining agreement or employment contract. Such conduct to include, but not limited to use of the District's educational technology to:

1. Gain unauthorized entry into a file, whether to use, read, transfer, change, delete, duplicate or for any other purpose.
2. Use without authorization another individual's identification or password.
3. Knowingly transmit or receive communications which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, or invasion of privacy or otherwise prohibited by law.
4. Violate copyright, trademark, trade secrets, or licensing agreement.
5. Purchase, sell and/or advertise for goods or services.
6. Introduce a virus, either intentionally or through irresponsible handling of data and telecommunications resources.

The Employee further acknowledges that:

1. The Employee is responsible for demonstrating appropriate use and care of educational technology and should refrain from using any technology for which the Employee has not received training or received approval to use by the Technology Department.
2. The Employee may be required to make restitution for unauthorized expenses incurred through the employee's use of educational technology inconsistent with this Agreement and the School District's Acceptable Use Policy for Technology.
3. The South Lyon Community Schools is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (E-Mail) or any other telecommunications. I am also aware that the School District reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the School District's E-mail and/ or network systems at any time, with or without notice, and that such access may occur during or after the regular school day.
4. The District and/or Internet resources available through the South Lyon Community Schools are intended for exclusive use for educational purposes by registered users only. The District asserts its right to limit the content of access to legitimate pedagogical concerns.
5. The Employee is responsible for the use of his/her account/password and/or access privilege.
6. The Employee is prohibited from using school provided services including Internet and Email for commercial or financial endeavors.
7. The South Lyon Community Schools does not warrant that the functions of the system will meet any specific requirements that the user may have, or that it will be error free or uninterrupted
8. The South Lyon Community Schools shall not be liable for any direct or indirect, incidental, or consequential damages (including, but not limited to, lost data, information, or time, or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of the system or inability to use the system.
9. However, the employee shall not be held responsible for any damages or expenses incurred by persons using the District's educational technology at such times or under such circumstances for which the Employee does not have the supervisory responsibilities for the involved educational technology.

Signature of Employee

Date