

Technology Acceptable Use Agreement for Staff

In addition to the provisions of the district's TECHNOLOGY ACCEPTABLE USE POLICY 6142.10 all district staff who have access to district technology devices, Internet and /or email privileges will be required annually to sign the TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STAFF which requires them to agree to the district's Technology Acceptable Use Policy, as well as following statements, on an annual basis before they may use district equipment or services:

- A. I will only use the software to which I have been granted express rights by the school administration.
- B. I will not copy unauthorized software onto the local drive or onto the network drive.
- C. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of the computing facilities, products, programs, or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use Sayreville Public School's computing facilities to violate the terms of any software license agreement, or any applicable local, state or federal laws.
- D. I agree not to use Sayreville Public School's computing facilities for any purpose other than that for which it was intended.
- E. I will not use my privileges to access other computing facilities to which Sayreville Public School is connected without appropriate approvals to do so.
- F. I will immediately report any pupil violation of the Technology Acceptable Use Policy. I understand that not doing so may result in penalties and repercussions.
- G. I will ensure that there are no food or beverages near the computer.
- H. I will report immediately to my supervisor any physical vandalism (e.g., missing mouse balls, missing keys from the keyboard, rearranged keys, etc.) I understand that by not doing so, my class will be held responsible for the damage.
- I. I will not download any material which is not directly related to my job responsibilities or does not have value in the instructional process to a network or local hard drive.
- J. I will not access PowerSchool/PowerTeacher (our pupil database) in the presence of any pupil, except when such access is for the purposes of discussing individual pupil performance and the information visible to the pupil is related solely to that individual pupil's performance.
- K. I will not share my password with any pupil or use it in the presence of any pupil.

- L. I understand that in transmitting and/or receiving e-mail communications or saving information on district owned equipment, there should be no expectation of privacy or confidentiality. This communication, information and/or data stored on or through the use of district owned equipment/services may be accessed by the Superintendent at any time.
- M. I understand the Superintendent has the capability to access, review, copy, delete, or confiscate any information, messages or data sent, received, or stored through/on district equipment/services at any time. He/she also has the right to disclose or share such information, messages or data with any party inside or outside the district whom he/she deems appropriate.
- N. I understand that if I am part of an on-line social network including, but not limited to, Facebook, MySpace, LinkedIn, etc. that following activities are prohibited :
1. Improper fraternization with pupils using Facebook and similar internet or social networking sites and/or violating through on-line means the provisions and spirit of appropriate staff/pupil relations as defined in Board Policy 4119.24 – Staff / Pupil Relations.
 2. The posting of items with sexual content.
 3. The posting of items exhibiting or advocating use of drugs.
 4. The posting of items exhibiting and/or advocating the use of alcohol or the participation in legalized gambling or other games of chance when such items may be accessible by those who are currently enrolled as pupils in the Sayreville Public Schools.
 5. The posting of any information regarding a pupil or employee of the district or any information regarding the academic ability or potential of any sub segment of pupils.
- O. I understand that the provisions contained in this agreement also apply to any personally owned technology which I may choose to, but will not be required to, utilize on school property. I also agree that any personal technology which I choose to bring on school property shall be at my own risk and that the Sayreville School District shall not provide any technical support for such technology. A staff member is solely responsible for all charges incurred by usage at any time.
- P. I understand that violation of any provision of the Technology Acceptable Use Policy or the Technology Acceptable Use Agreement for Staff may result in the curtailment of the privilege of using district technology, official reprimand and/or legal action.
- Q. This agreement remains in force as long as I make use of Sayreville Public School's computing facilities or services.

1. I will only use the software to which I have been granted express rights by the school administration.
2. I will not copy unauthorized software onto the local drive or onto the network drive.
3. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of the computing facilities, products, programs, or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use Sayreville Public School's computing facilities to violate the terms of any software license agreement, or any applicable local, state or federal laws.
4. I agree not to use Sayreville Public School's computing facilities for any purpose other than that for which it was intended.
5. I will not use my privileges to access other computing facilities to which Sayreville Public School is connected without appropriate approvals to do so.
6. I will immediately report any student violation of the Technology Acceptable Use Policy. I understand that not doing so may result in penalties and repercussions.
7. I will ensure that there is no food or beverages near the computer.
8. I will report immediately to my supervisor any physical vandalism (e.g., missing mouse balls, missing keys from the keyboard, rearranged keys, etc.) I understand that by not doing so, my class will be held responsible for the damage.
9. I will not download any material to a network or local hard drive.
10. I will not access PowerSchool (our student database) in the presence of any student.
11. I will not share my password with any student or use it in the presence of any student.
12. I understand that in transmitting and/or receiving e-mail communications or saving information on district owned equipment, there should be no expectation of privacy or confidentiality. This communication, information and/or data stored on or through the use of district owned equipment/services may be accessed by the Superintendent at any time.
13. I understand the Superintendent has the capability to access, review, copy, delete, or confiscate any information, messages or data sent, received, or stored through/on district equipment/services at any time. He/she also has the right to disclose or share such information, messages or data with any party inside or outside the district whom he/she deems appropriate.
14. I understand that violation of any provision of the Technology Acceptable Use Policy or the Technology Acceptable Use Agreement for Staff may result in the curtailment of the privilege of using district technology, official reprimand and/or legal action.
15. This agreement remains in force as long as I make use of Sayreville Public School's computing facilities or services.

Technology Acceptable Use Agreement for Staff

School Year: 2018-2019

I have read, I understand and I will abide by the Sayreville Public School's Technology Acceptable Use Policy and the agreements listed in the Technology Acceptable Use Agreement for Staff. I realize that violation of these provisions may result in disciplinary and/or legal action.

Teacher/Staff Member's Name: _____
(Last Name, First Name)

Teacher/Staff Member's Signature: _____

School: _____

Position (Title/Dept.): _____

This agreement must be signed **annually** and submitted to your building principal **before** you will be permitted to use any technology equipment or services in the Sayreville School District.
