



ADRIAN PUBLIC SCHOOLS Policies and Regulations

NEPN Code: GCQ-R

Personnel

EMPLOYEE TECHNOLOGY USAGE REGULATIONS

Please read this document carefully before signing. The signature at the end of this document is legally binding and indicates that the signing party has read all of the terms and conditions of this policy carefully and understands their significance.

This agreement is between “Staff Member” and the Adrian Public School District (hereinafter referred to as “District”). The purpose of this agreement is to establish guidelines for access by Staff Members to the District’s electronic information network, including, but not limited to, computer hardware and software, Internet access, electronic mail and electronic bulletin boards (hereinafter referred to as “Technology”). Access to Technology is provided to the Staff Members for educational purposes.

In exchange for the privilege of using Technology, the undersigned agrees as follows:

- A. The use of Technology is a privilege that may be revoked by the District at any time. Staff Member agrees to abide by all other district policies regarding Internet use. Improper use of Technology may also give rise to further disciplinary action consistent with this agreement and/or the collective bargaining agreement.
- B. The Staff Member acknowledges that it is impossible for the District to restrict access to all controversial material through the use of Technology.
- C. The Staff Member acknowledges that he/she does not have a reasonable expectation of privacy in his/her use of the District’s Technology or any part of it. The District reserves the right to monitor Technology, including, but not limited to, network access, Internet use and electronic mail.
- D. Technology access is provided for educational classroom activities, professional or career development use by the Staff Member. Use Technology for commercial purposes or other unauthorized purposes is expressly forbidden.
- E. Technology resources are intended for use exclusively by registered users. The Staff Member is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Staff Member. Use of an account by someone other than the account holder is forbidden and may result in loss of access privileges. Any loss of security in an account password or in access privileges must be reported immediately to the Director of Technology.
- F. Any misuse of Technology access privileges may result in suspension or revocation of access privileges and/or other disciplinary action as determined by the District. Misuse includes but is not limited to the following:

1. Intentionally accessing or attempting to access files, data or information without authorization.
 2. Impersonating another user. This includes attempting to login through another person's account or accessing another person's files.
 3. Activity which is detrimental to the stability and security of Technology, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.
 4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening material; material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy; or any material which would reasonably be considered to be discriminatory on the basis of sex, race, color, creed, national origin, marital status, political affiliation, disability or religion.
 5. The transmission or voluntary receipt of material which is sexually explicit or obscene.
 6. Illegally installing, downloading, copying or using copyrighted software.
 7. Intentionally interfering with the use of Technology by others.
 8. Intentionally wasting Technology resources such as disk space, printer ink or paper.
 9. No personal peripherals may be installed, including printers, scanner, smart devices, without prior approval of the Technology Director.
- G. The District does not warrant that Technology will meet any specific requirements that the Staff Member may have, that service will not be interrupted or that information obtained through the use of Technology will be accurate or complete. The District will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time) sustained or incurred in connection with use of or inability to use Technology by the Staff Member. Use of Technology and any information or data obtained through use of Technology is at your own risk.
- H. The Staff Member may transfer files, shareware and other software from the Internet or electronic bulletin board services, subject to paragraph J below. Any file or program that is suspected of containing a virus must be immediately and permanently deleted. Any Staff Member who transfers a file or program, which infects Technology with a virus and causes damage may be liable for any and all repair costs necessary to make Technology fully operational and may also be subject to other discipline as determined by the District.
- I. The Staff Member may not transfer files, shareware or other software from the Internet or electronic bulletin board services if any fee or cost would be incurred without the permission of their direct supervisor. The Staff Member will be liable to pay any costs or fees incurred as a result of any transfers without such express permission regardless of whether the transfer was intentional or accidental.
- J. The Staff Member may not use Technology for political lobbying and/or lobbying for a candidate or issue in any local, state or national election.
- K. Users have ownership rights over their own intellectual property produced, created or copied on the district's educational technology resources, unless the "work-for-hire" doctrine applies to employees and contractors (works prepared by an employee within the scope of his or her employment, or a work specially ordered or commissioned and expressly understood to be a work for hire).

L. Staff Members violating any provisions of the Technology Usage Regulation face disciplinary action. The District reserves discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:

- Verbal warning from District Administrator.
- Written warning from District Administrator.
- Suspension or revocation of Technology access (Network access, Internet and e-mail and other related services).
- Require additional training as a precondition to continued use of Technology.
- Financial restitution for any unauthorized expenses or damages.
- Confiscation of inappropriate materials.
- Additional disciplinary action consistent with the collective bargaining agreement.

In addition, the District may refer violations to appropriate law enforcement authorities. Nothing herein shall be construed as providing that the District must find a violation of the agreement in order to suspend or revoke the access privileges of a Staff Member. Use of Technology is a privilege and not a right, and the District reserves discretion to suspend or revoke access privileges.

M. The Technology Usage Regulations are subject to change without notice. The Director of Technology will post any changes to the Technology Usage Regulations in an appropriate location on the network. Changes in the policy will be sent to all Staff Members and signatures will be required acknowledging receipt of this policy.

In consideration of the privilege of using Technology, I hereby release the District, its employees, agents and individual members of the Board of Education from any and all claims or causes of action arising out of my use or misuse of Technology or Technology equipment. I agree to use Technology responsibly and to abide by the rules and regulations set forth herein and as may be added from time to time by the District.

Employee Signature

Date

Amended: October 6, 2014
September 27, 2019