



*Adventurous Thinkers - Collaborative Learners - Kind Hearted Leaders*

## Creighton Elementary School District Acceptable Use Agreement for Employees 2018-2019

At Creighton School District, we use the network, equipment, and software applications as one way of enhancing the district vision of creating adventurous thinkers, collaborative learners and kind-hearted leaders. As an employee, you are being given access to the Creighton School District's network and technology resources.

As a CSD employee, you are expected to help students use new technologies in a meaningful, safe, and responsible way. Furthermore, as a user of the district's network, equipment, and software applications, you are expected to use the system with courtesy, respect, and integrity.

In accepting this agreement, employees acknowledge the following rules and conditions:

- I will use technology in a meaningful, safe, responsible way.
- I understand that I represent the school district in all my professional and personal online activities. Additionally, I understand that my activities on social media should not reflect negatively on students, parents, teachers, or Creighton School District.
- I will use technology resources productively, appropriately, and primarily for school-related purposes. I will avoid using any technology resources in such a way that would disrupt the activities of others.
- I will use digital communication (email, video and photo sharing apps) with the understanding that I am creating a digital reputation.
- I will not use district resources for political advertising, lobbying, or campaigning.
- I will not use district resources for the promotion of commercial goods or services for personal gain.
- I understand that all district equipment, network, and district account are property of CSD and can be monitored.
- I will conserve district resources through the proper use of printers, photocopiers, email server space, video/audio streaming, and network bandwidth.
- I understand that I am responsible for content I post on my social media account, but will not be held accountable for what others post about me.
- I will be mindful of any email or attachments sent to me by someone I do not recognize and will promptly delete.
- I will never send student information in an email, as email transactions are unsecure.



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I will use technology in accordance with the laws of the United States and the State of Arizona:

- Criminal acts – These include but are not limited to, ‘hacking’ or attempting to access computers systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel laws – publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations – Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher. Users should assume that all materials available on the Internet are protected by copyright, engaging in plagiarism (using other’s words or ideas as your own).

If I choose to use social media:

- I understand my professional career also includes my digital reputation.
- I understand all online actions leave a permanent record and remain online, even if deleted.
- I understand, as an employee, that I will not use electronic media to communicate with currently enrolled students.
- I understand that blogs, teacher websites, gradebooks, and attendance are an extension of my classroom, and it is important to actively maintain these resources.
- I will adhere to FERPA, COPPA, CIPA, HIPAA, and copyright regulations when posting student activities.



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I understand that my computer use is not private and that District can monitor my activity on the computer. I have read the Employee Acceptable Use Agreement and agree to abide by its provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's agreement and administrative regulations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Phone Number