Colorado ISD Staff Technology User Agreement

Goals for *CISD* Staff
- To facilitate an environment of learning that will usher CISD students into a more student centered learning process rather than teacher led learning.
- To begin the process of facilitating mobile learning across the district and beyond.
- To capitalize on the diverse teaching methods that mobile devices can offer,
- To produce a synergetic environment of leadership and learning for all concerned.
- To use these devices as a tool to help improve the instruction delivered to CISD students and to aid them in achieving the highest goals possible in academics.

General Information
All CISD Employees' use of any mobile device including but not limited to laptops, devices, tablets, etc. fall under the guidelines of the District's Acceptable Use Policy for technology. Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of all mobile devices. All applications, activity and documents stored on these devices are the property of Colorado ISD and subject to regular review and monitoring.

CISD Staff should:
- Remember that your devices are for instructional and educational purposes,
- Have devices on school premises during instructional days as well as Staff Development days
- Keep your devices with you or in a secured (locked) area at all times.
- Immediately add your device's serial number to your Classroom Inventory.
- Report loss or theft immediately.
- Follow the CISD Acceptable Use Policy at all times.

STAFF should not:
- Exchange devices with another staff or student.
- Allow students to retain or remove the devices from their presence.
- Apply any permanent marks, decorations, or modifications to the devices.
- Allow others to use their devices. (Exception: Paraprofessionals using devices for educational purposes with special students)
- Clear or disable browsing history
- Download or stream inappropriate materials
- Set password protection on the device.

Remember the device falls under the guidelines of Employee Handbook, Code of Conduct and Acceptable Use Policy of CISD.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy or Employee Handbook and will be dealt with as specified in the District's Policy..

Using the devices
Use of the devices will require a few necessary tasks to keep the device performing well.
- Clean the screen often with approved cleaning towels.
- Keep away from food and drink.
- Charge the devices only with the included charger and using a standard wall outlet for
- your power source.
- Document any software/hardware issues to your technology facilitator as soon as possible.
- Keep the devices in a well protected temperature controlled environment when not in use.
- Do not leave the devices in a vehicle or location that is not temperature controlled.

Reporting Technical Issues
Any errors or problems with the devices should be reported as soon as possible. This can be done by emailing TECH (Technology Department) about the issue so it can be addressed in in a timely manner. Damage due to negligence will result in the staff assuming the financial responsibility of replacement of the devices.

Leaving the District
Staff are to return the devices to Campus Office upon leaving Colorado ISD. If you are just transferring to another campus, your devices will transfer with you.

Laptops may not be purchased upon leaving the district. Laptops do however travel with the person it is assigned, so if your assignment changes and you move to a different campus, your laptop travels with you.

INTERNET ACCEPTABLE USE POLICY for Mobile Devices

Colorado ISD staff has access to the Internet for use as an extension of their daily responsibilities and education of CISD students. The school's specific purpose in establishing this service is to enhance the learning process and augment educational resources. Because the Internet is an open and unrestricted environment, acceptable use is critical to ensure a safe and rewarding educational environment. Every user should remember that the rules of conduct and courtesy that apply in a classroom setting apply also in cyberspace. All users of Internet resources will be expected to conduct their "cyber activities" in a manner consistent with the school's Acceptable Use Policies which fall into several categories:

ACCESS AND USES:

- System users should use the system only for appropriate educational activities.
- System users should not access files, documents, or e-mail of other users without permission.
- System users should use appropriate language for the educational environment and for the educational activity in which they are currently involved.
- System users should not transmit any inappropriate pictures or messages.
- System users should not send messages under a false identity.
- System users should not use the Internet for financial gain or for political or commercial activity.

SYSTEM SECURITY

- System users should not attempt to harm equipment, materials, or data.
- System users should not knowingly infect a computer or network with a virus and should be cautious when using applications such as Facebook, YouTube, and social networking sites _(when not using district network)_ that might possibly infect equipment with viruses or spyware.
- System users should keep equipment connected to network as much as possible to keep equipment up to date with the latest updates and virus protection
- System users should not knowingly disrupt the network.
- System users should always report any known violations of the CISD Acceptable Use Policies to a principal or administrator.

COPYRIGHT LAWS:

- System users should be aware of copyright laws and should follow them.

ILLEGAL ACTIVITIES:

- System users should not use the system for illegal purposes or any other activity prohibited by district policy.

RESPECT OF SYSTEM LIMITATIONS:

Use of Internet Media Applications such as video streaming and Internet Radio is highly discouraged unless deemed a necessary part of the course curriculum. CISD employees found to be using unnecessary amounts of bandwidth may lose access privileges unless steps are taken to monitor and manage usage.

Signature Page

I understand and agree to abide by the conditions listed below:

- iF you have a device checked out to you it is for school use only and will be used for performing my job responsibilities, daily tasks as an employee, as well as educating CISD students.
- Only approved district/campus software and apps can be installed on these devices. Software or apps purchased personally must be removed from the devices upon leaving the district or will be subject to removal and may result in loss of that software or app.
- Personal photos, information may be stored on devices temporarily but I understand that portable drives and or the cloud may be a better place to store personal photos, files and information. I understand that personal data could be erased unintentionally by the technology department while doing updates, upgrades, etc.
- I am aware that any damage to these devices while in my possession is my responsibility especially when it is not on district property, damages incurred while in my possession may be subject to damage fees that must be paid to the district.
- I understand that if I change campuses, the devices will transfer with me as they are checked out to me personally, and I will add them the the new room inventory.
- I understand that any computer device is the property of the school district and must be returned to the campus principal upon my departure from the school district. Charger must be returned with the laptop.
- I also understand that when I return my devices all passwords, accounts and passwords must be removed before returning, and if these are not clear there may be a charge incurred to clear the device of said passwords and accounts to make ready for a new district employee.
- I have read the Acceptable Use policies for mobile devices and understand that the activity on all is monitored by content filtering software that the District uses to comply with CIPA (Child Internet Protection Act.

I further understand that any violation of the regulations above is unethical and may constitute an offense that may result in my privileges being revoked, and school disciplinary action may be taken. I also understand that loss or theft of my issued mobile devices is my responsibility if that loss or theft happens outside of the school district.

User's Full Name: (printed)_____

User's Signature:_____

Campus (Please Circle One):   CES   CMS   CHS   ADMINISTRATION   WCTSSA