

Colville School District

Acceptable Use Policy

Staff Form

This permission form is required to be signed annually at the beginning of the school year.

In the event the Colville School District provides a technology device or district issued email account to a staff member, the staff member shall be required to sign an agreement requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

- All staff will be issued District email accounts that can be used to communicate with students, staff, and teachers. Access to Google Apps for Education (GAfE) is available to staff at anytime, from anywhere, as long as there is an Internet connection and you are signed into your District account;
- A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business and can be utilized both on campus and off campus with no expectation of privacy and will be accessible by District employees and subject to monitoring;
- Use of all such devices is subject to the school district's Acceptable Use Policy and any other Board policies regarding appropriate and acceptable conduct by a staff member. Any violation of Board policies or procedures including, but not limited to, school district provided technology devices, inappropriate use of GAfE , acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action;
- All technology devices are considered the personal property of the Colville School District and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;

Staff name: _____

Staff Signature: _____

Date: _____