

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: EDC-R**

**STAFF COMPUTER USE AGREEMENT**

Technology devices and technology connectivity is provided by the district to help more effectively instruct students and to create an enhanced opportunity for integration of technology and curriculum into the educational process during school hours and school related work that occurs outside of the school setting.

By opening e-mail, sending or receiving information, logging on to the Internet, or by using any PCSD#6 software, I understand that technology devices and technology software connectivity has been provided by the district and it is the property of the district. Inside the district or outside of the district, I must be purposefully mindful of the appropriate and representative use of district technology.

I may not use district technology to communicate anything that might be construed as harassment, bullying behavior, or other offensive comments based on race, sex, disability, age, religion or national origin. I may not use district technology equipment or district owned connectivity to the Internet for the purpose of soliciting business for a non-school related business venture, private business, storing business information or means of creating personal profit or for any personal cause related to political or religious issues at any time. I may not print, download, store or send any sexually explicit images, messages, cartoons, or jokes. If I receive such material from any sender I will notify the sending person that they may not send such information to me. I understand any further inappropriate messages sent by the same party must be reported to building level administration and technology directors. Violation of this policy will result in a disciplinary action, which may include termination of the employee from the district.

E-mail messages may be traced even after the sender has deleted them. Internet traffic is logged and stored for every district device. I understand that my use of a district device and the district's network waives any privacy that I may have in any communications. I understand that if I create inappropriate E-mail or downloaded inappropriate information (pictures or messages) I will be subject to discipline, which may include dismissal from the employment of the district.

If I have access to private educational records, I will take all reasonable actions to ensure that they remain private and protected records. If I suspect or know that another party has obtained my password, I must notify building administration immediately.

I may not use unauthorized passwords. All passwords must be shared with authorized district administrators. Failure to follow district protocol of passwords may result in significant disciplinary action.

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Signature of Employee

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Date

Adopted: 5/21/13