



## Employee Technology Acceptable Use Agreement Form

Employee Name: \_\_\_\_\_ Employee ID: **97400** \_ \_ \_ \_

The use of the Internet and computer equipment at work is limited to employees who require such use as part of their job responsibilities as determined by the employee's immediate supervisor. Since access to the Internet and technology is widely available at schools and departments, all employees are required to abide by this agreement. While some materials accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people, the Raleigh County school system does not condone the use of such materials. Raleigh County Schools Policy E.13 requires that all employees read, accept, and sign the following agreement for Technology Acceptable Use.

1. Employees are responsible for proper behavior on the Internet and appropriate use of technology resources.
2. Network and local data storage areas are not considered private. A network administrator may review files and communications to maintain system integrity and ensure compliance with acceptable use policies. Users should not expect their files to be private.
3. Specific examples of unauthorized use from state and local policies include, but are not limited to:
  - a. Downloading, executing or viewing non-educational activities (e.g. games, music, videos, shopping, messaging)
  - b. Downloading, uploading and/or executing malicious code (e.g. viruses, trojans, worms, macros, etc.)
  - c. Unauthorized installation or willful altering of software, setup preferences, security or other system settings.
  - d. Corrupting, destroying, deleting or manipulating system data with malicious intent.
  - e. Creating, storing, transmitting or viewing materials of a violent, sexual, racist, obscene or other offensive nature.
  - f. Using school equipment or resources in a harassing, threatening or insulting manner.
  - g. Employing the network, equipment or technology resources for commercial or unauthorized purposes.
  - h. Using school equipment or resources in any manner that violates any law or state/district policy.
  - i. Violating copyright laws.
  - j. Misrepresenting an individual's identity or sources of communication or data (e.g. plagiarism, language translators)
  - k. Using another's logon/password to gain unauthorized access to email, electronic folders, files or online resources.
  - l. Providing your logon/password to another to gain unauthorized access to secure network resources.
  - m. Unauthorized participation in chat rooms, wikis or blogs.
  - n. Connecting any computer or other device to the network without the consent of the network administrator.
  - o. Unauthorized or improper publishing to district or school websites.
  - p. Unauthorized disclosure, use, or dissemination of personal information regarding yourself (if student) or others.
4. Any violation of this agreement may result in the loss of computer use or access. Depending on the circumstances, such violation may further result in disciplinary actions such as warnings, reprimands, suspensions or termination. Legal actions may be initiated that could result in monetary compensation to the district for equipment or services required to correct issues resulting from any violation of this agreement.
5. All employees are required to abide by Raleigh County Schools Policy E.13 and West Virginia Board of Education Policy 2460. Copies of these policies are maintained in district and school offices, and links to these policies are available from the district website at:  
[https://wv01919578.schoolwires.net/cms/lib/WV01919578/Centricity/domain/392/section%20e/E.13 Acceptable Use of Technology by Students and Employees.pdf](https://wv01919578.schoolwires.net/cms/lib/WV01919578/Centricity/domain/392/section%20e/E.13%20Acceptable%20Use%20of%20Technology%20by%20Students%20and%20Employees.pdf)
6. Employee acceptable use must adhere to applicable state and district policies, but schools or departments may develop additional acceptable use measures as required. Additional measures must be listed on the backside of this page, and are therein incorporated as a part of this agreement for that school or department.

I am aware that district and state policies may be modified at any time by governing boards, but that any such modification will be communicated to users in a timely manner. I hereby acknowledge that I have read this agreement for Technology Acceptable Use and agree to comply with state and district policies. Should I violate this agreement, I understand that I am subject to disciplinary action.

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

**Return this agreement to your immediate supervisor.**