

Shrewsbury Public Schools
Shrewsbury, Massachusetts 01545

Employee Acceptable Use Agreement

1. I will use the Internet, school computers, printers, copiers, and email primarily for educationally relevant purposes and understand that staff members are role models to colleagues and students in the use of technology- including violation of copyright.
2. I recognize by the computer privileges provided me that I may have access to confidential information of students and staff and agree to use and share it responsibly and never add, modify or delete data without prior authorization from administration.
3. I agree to provide developmentally appropriate guidance and supervise my students throughout the entire lesson in the appropriate use of technology resources especially when using interactive sites including the use of blogs, podcasts or other web 2.0 social networking and video sharing sites. I agree to provide alternative activities for students who do not or have lost permission to use our technology and/or network.
4. I understand all files on school network, hardware, email and voice mail messages are governed by the "public record" statute and therefore can be viewed at any time. I understand that network files are not private, there is no expectation of privacy when I use the school district's network, and anything I do can be viewed by administration at any time.
5. I understand that before I use a personal device on the school network, I may have to be granted permission by the technology department and may have to provide proof that the device has the latest virus protection software installed. Additionally all school policies apply to me whether I'm using my own device or school technologies when I am on the school network.
6. I understand the use of blogs, podcasts, or other web 2.0 social networking tools that invite student participation are considered an extension of our classrooms. Therefore, any speech or interactions that are considered inappropriate in the classroom apply to these tools and must be reported to administration. I will use common sense and professional judgment to avoid circumstances, which are, or could be, perceived to be of an inappropriate nature on all social networking sites.
7. I agree to respond to all school related email with my k12 account by the close of the next school day after the email is received. If an email requires more time for a response, I will so indicate within the stated time frame and confirm when the response will be provided. Additionally I am aware that our district archives all emails for an extended period of time.
8. I will coordinate with ITAMS staff any use of the network that may consume network resources including but not limited to: blogging lessons, large scale uploads or downloads including web videos and podcasts, and fund raising activities that may attract additional uses to our network.

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9. I understand that serious violation of the tenets of the above agreement may result in disciplinary action and/or legal action by the authorities in accordance with the collective bargaining agreement and the protections of legal statutes.

I have read the employee agreement for the use of technology in the Shrewsbury Schools, agree to adhere to the letter and spirit of its provisions, and understand that violations may result in disciplinary action. I will contact the principal of my school if I have any questions about this agreement or its implementation.

Employee: _____ Date: _____

School: _____