

Employee Use of Technology

User's Name: _____
Last name, First name (Please print)

**Internet/Intranet Acceptable Use Agreement
Consent Form for Employees****General Information**

Access to electronic networked resources is available to students and staff through the use of the Barstow Unified School District Network (BUSDnet). BUSDnet is a Wide Area Network that connects all Barstow Unified Schools and provides access to electronic networked resources including the Internet. Access to BUSDnet offers a vast array of educational resources to both students and staff. The District's goal in providing this service is to promote educational excellence and student achievement in our schools by facilitating resource sharing, innovation, and communication.

The smooth operation of the network relies upon the proper conduct of the users. The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and address consequences for misuses of the system.

Basic guidelines are provided here so that users are aware of the responsibilities they are about to assume. If a user violates any of these provisions, his/her use of the network shall be terminated and future access may be denied. Possible disciplinary action may also result. If possible criminal activity is discovered, the proper authorities shall be notified. The signature at the end of this document indicates the party who signed this agreement has read the terms and conditions carefully, understands their significance, and agrees to fully comply with them.

Notwithstanding the language or descriptions used in this agreement, Administrative Regulations govern the use of District computing and network resources. By signing this agreement, users agree to abide by the provisions of the Administrative Regulation.

User Guidelines

1. Use of BUSDnet must be in support of the educational objectives of the Barstow Unified School District. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited. _____ **initial**
2. Barstow Unified School District does not represent or warrant that the functions of the network system will meet any specific requirements or that it will be error free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the system. _____ **initial**
3. Not all access to the Internet can or will be supervised. Any action by a user that is determined by Barstow Unified School District to constitute an inappropriate use of BUSDnet or to improperly restrict or inhibit other members from using BUSDnet is strictly prohibited and may result in termination of privileges and/or disciplinary action. The user specifically agrees not to access, submit, publish, display, or print over BUSDnet any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The user further agrees to use BUSDnet in accordance with all copyright laws. Users should assume material is copyrighted unless explicitly noted. _____ **initial**
4. Although Barstow Unified School District uses an Internet filter to block access to inappropriate sites, the District cannot completely control Internet content or access thereto. Therefore, the district shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. _____ **initial**

Employee Use of Technology (continued)

5. Files stored on district servers, electronic mail, and use of BUSDnet are not private. They may be subject to inspection and/or monitoring at any time. _____ **initial**
6. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy or alter data on BUSDnet. Any attempt to access restricted data shall result in termination of privileges and/or disciplinary action. BUSDnet administrators reserve the right to monitor any and all activity on the system. _____ **initial**
7. Parent/guardian permission is required for Internet publication of student work, photos and/or names of students under 18 years of age. Last names of students shall not be used to identify photos. _____ **initial**
8. The District shall make every effort to provide equal access to the Internet/Intranet by students throughout the District. _____ **initial**
9. The District shall inform students and parents of the educational benefits and potential risks involved in using the Internet/Intranet to communicate outside the jurisdiction of the District or school. _____ **initial**
10. Users of the Internet/Intranet shall also be informed that there can be no expectation of privacy as District staff reserves the right to monitor or examine all system activities to ensure their proper use. _____ **initial**
11. The District shall make every effort to protect students and staff from any misuse or abuse of District approved Internet/Intranet services. _____ **initial**
12. These regulations shall prohibit access to "harmful matter," as defined in Penal Code 313(a), on the Internet which may be obscene or pornographic and preclude other misuses of the system. The District shall maintain an Intranet filter to control, to the extent possible, access to unacceptable sites. It must be understood that it is impossible for the District to eliminate access to all controversial materials, despite strict monitoring. _____ **initial**
13. The District shall not guarantee the accuracy or quality of information located on remote networks. _____ **initial**
14. Barstow Unified School District shall not be responsible for unauthorized financial obligations incurred by students and/or employees resulting from the use of the District network. _____ **initial**
15. The Director of Technology and Information Services shall establish a review process to examine and act on requests that Internet sites be blocked and/or unblocked with the Internet filter software. _____ **initial**
16. Acceptable use of the Internet/Intranet includes, but is not limited to, adherence to U.S. Copyright laws, guidelines, and District policies regarding use of copyrighted materials. _____ **initial**
17. Employees and others shall not use, connect, or configure any non-district issued devices or environments to the BUSDnet, (i.e., wireless access points, switches, routers, servers, domains, etc.). This standard also applies to district issued mobile devices that are not continually connected/attached to BUSDnet; i.e., laptop computers, etc. _____ **initial**

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations, and guidelines.

Employee Use of Technology (continued)

BARSTOW UNIFIED SCHOOL DISTRICT

**Acceptable Use of Technology
Employee User Responsibility Contract**

My signature below and my initialing of each user guideline above indicate that I understand and will abide by the Barstow Unified School District's policies and administrative regulations as well as any specific site guidelines for the use of technology and networked information resources for both the Internet and Intranet. I further understand that any violation of these policies, regulations, and site guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or other appropriate legal action may be taken. My refusal to sign this document and/or to initial any items above will nullify this agreement.

Employee Name (please print) _____

Employee Signature _____ Date _____

Employee Application for a BUSDnet E-mail Account
(One account per employee – For new users only)

Applicant Name: _____
(please print)

Address: _____

Work Phone: _____ Home Phone: _____