



EMPLOYEE

Staff Telecommunication Responsible Use Agreement and Information Release

Staff will employ electronic mail on a daily basis at work as the primary tool for communications. The district may rely on the medium to communicate information to employees, as they are responsible for checking and reading messages daily

This network is provided for staff and students to conduct research and to learn and communicate with others. All communications transmitted through the District network are not secure, therefore general rules and standards for professional behavior and communications apply. Files stored on district servers or computers should not be considered private. All staff are to comply with the regulations of the Children's Internet Protection Act. All internet access is filtered and monitored. Information obtained from the private district network, for example: Infinite Campus is confidential and should not be disclosed.

The following behaviors are not permitted on district networks:

1. Sending or displaying pornography , offensive messages or pictures.
2. Assisting a campaign for election of any person to any office or the promotion or opposition to any ballot proposition or any personal political agenda.
3. Using obscene language.
4. Harassing, insulting or attacking others
5. Engaging in practices that threaten the network (e.g. loading files that may introduce a virus or malware, using online radio stations or streaming video for entertainment, file sharing (Rapidshare and Bittorrent)).
6. Violating copyright laws.
7. Using other's passwords.
8. Accessing resources that you do not have authorization to access.
9. Intentionally wasting limited resources.
10. Employing the network for commercial purposes.
11. Promoting, supporting or celebrating institutions that are damaging to the district.
12. Sending any messages (chain letters, broadcast messages, pyramids, etc.) that will cause the network congestions or interfere with the work of others.
13. The district recognizes the importance of online social media networks as a communication and email learning tool. Employees are responsible for following District Policy 5450.

The network supervisor will report any inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary actions. Any other reports on inappropriate behavior, violations, breach of confidentiality or complaints will be routed to the employee's supervisor for appropriate action. When applicable, law enforcement agencies may be involved. Any reported misuse by others will be taken into account. Be aware that the Technology Department has various ways of monitoring misuse. Each employee will be given copies of this policy and procedures and will sign this agreement at the beginning of their employment with the district or when this document is modified.

**Employee
Staff Telecommunication Responsible Use Agreement**

I understand that the network use at Belgrade Schools is a privilege and not a right. As a condition of using the district's network, I will abide by the above terms and conditions for network use at Belgrade School Districts, and by future terms or conditions that may be developed. I understand that disciplinary actions may be taken if I am found abusing my network privileges.

Additionally:

- I will ensure that the school has a signed Responsible Use Agreement for any students that I supervise on the internet.
- I will ensure that all students who use the internet while under my supervision abide by the Belgrade School District Student Responsible Use Agreement.
- I will understand that students are not allowed to use non-school district email or chat groups.
- I will not leave students unattended while they are using the Internet under my supervision.
- I will set educationally relevant objectives for any Internet activity that I supervise.
- I will abide by copyright law.
- I will comply with the Children's Internet Protection Act.
- I have read and understand District Policy 5450.

My Name (please print): _____

Building Location(s) and Position/Subject: _____

Check each category that applies:

Administrator ☐ Professional Group ☐ Certified ☐ Custodian ☐ Food Service ☐ Aide ☐ Clerical ☐
Other (specify) _____

Student Teacher: ☐ Date Assignment Ends: _____

Classroom/Office Phone #: _____

Job Title: _____

Signature: _____ Date: _____

**PLEASE READ THE COMPLETE DOCUMENT, SIGN AND RETURN TO THE HUMAN RESOURCES OFFICE OR TECHNOLOGY
DEPARTMENT.**