

Chetek-Weyerhaeuser Area School District (CWASD)

Employee and Third Party Technology Acceptable Use Policy

Third parties include, but are not limited to coaches, school volunteers, substitute teachers, student teachers, parents or guardians, school visitors, school board members or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

CWASD's Board of Education and administration are committed to preparing our students to be successful leaders in a rapidly changing, technologically-oriented society. Employees or third parties wishing to use the school's technology resources which include, but are not limited to, access to hardware, software, storage space and the Internet, must do so in a way which is consistent with our educational mission and values. Use of the district's technology resources is meant to facilitate staff performance. CWASD will provide network and Internet access to its employees or Third parties who have read and agreed to abide by the terms and conditions of this *Acceptable Use Policy*.

As an employee of Chetek-Weyerhaeuser Area School District or Third parties associated with the District:

- I will use the district's technology resources for appropriate work and curriculum related activities at all times and acknowledge that such use is a privilege, not a right, and can be revoked at any time.
- I will use the district's technology resources for appropriate communications with other staff, students, parents, community members and other professionals while adhering to the guidelines set forth in *CWASD's Expectations for Communicating Electronically with Students and the World*.
- I understand that my use of the district's technology is not private and that the district has the right to monitor my usage. As such, I acknowledge that I maintain no expectation of privacy with respect to my use of the district's technology resources.
- I understand that all of my electronic communications via the district's technology resources may be subject to Wisconsin's Open records laws and the Freedom of Information Act.
- I will actively monitor students and follow district procedure when supervising students using the district's technology.
- I will not access, display, or send written or graphic information which a reasonable person would deem obscene, inflammatory, derogatory, or offensive.
- I will not perform any illegal activity, including but not limited to, violation of copyright or other contracts, or transmit material in violation of any federal or state law or regulation.
- I agree to be responsible for any unauthorized costs arising from my use of the district's technology resources.
- I will not use the district's technology for private financial or commercial gain.
- I will not intentionally waste district resources, such as file space and printing.
- I will not use another individual's district email account or password, nor will I disclose my own, or another individual's personal information, such as name, phone number or address.
- I will not perform any activity that would disrupt the proper and orderly operation of the district's schools.
- I agree to adhere to all other district policies of conduct when using the district's technology resources and understand that violations of any of the provisions outlined therein may result in disciplinary action taken against me, including, but not limited to, suspension or dismissal.

Chetek-Weyerhaeuser Area School District (CWASD) Employee and Third Party Technology Acceptable Use Contract

As a user of the technology resources provided by Chetek-Weyerhaeuser Area School District, I hereby agree to comply with the requirements of the Chetek-Weyerhaeuser Area School District's *Employee and Third Party Technology Acceptable Use Policy*.

I further understand that should I commit any violation of the *Acceptable Use Policy*, my privileges maybe revoked and disciplinary action, and/or appropriate legal action, may be taken against me. In consideration for using the district's technology resources, I hereby release Chetek-Weyerhaeuser Area School District's Board of Education, its employees and agents from any claims and/or damages arising from my use, or inability to use the district's technology resources.

Employee Name (PLEASE PRINT) _____

Employee Signature _____ Date _____