

EXHIBIT

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USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

TECHNOLOGY RESOURCES ACCEPTABLE-USE POLICY

(Instructional Employee)

Please read this document carefully. When signed by you, it becomes an agreement between you and the District. Your signature indicates that you have read, understand, and agree to abide by the conditions and guidelines established herein.

Terms and Conditions

Acceptable Use. Alhambra Elementary School District (AESD) provides various technology resources to authorized employees to assist them in performing their job duties. Each employee has a responsibility to use the District's technology resources in a manner that is respectful of other employees and consistent with the educational goals and objectives of the District. Each employee is responsible to report any misuse of the network to the technology director. Each employee is further responsible for the supervision of students using the District's technology resources. Failure to follow the District's policies regarding technology resources may lead to disciplinary measures up to and including termination. Illegal use of District technology may result in referral to law enforcement authorities.

Technology Resources Defined. "Technology Resources" consist of all electronic devices, software, and means of electronic communication, including but not limited to: computers and computer hardware; peripheral equipment such as printers, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services such as the Internet or the Alhambra Intranet; e-mail; telephones and voice-mail systems; or other technology-related resources.

Authorization. Access to the District's technology resources is within the sole discretion of the District. Generally, employees are given access to the District's various technologies based upon their job functions. The use of the District's technology resources may be revoked by the District at any time for any reason.

Permitted Use. The District's technology resources are to be used by employees for the purpose of conducting District business. Incidental personal use of District computers is permitted as long as the use does not result in any additional cost to

the District and does not interfere with the employee's job duties and performance, system operations, or any other system user. "Incidental personal use" is defined as incidental, occasional, and reasonable use by an individual employee for personal communications. Such personal use must comply with Policy IJNDB, this regulation, and all other applicable policies, procedures, and regulations.

Prohibited Use:

- *Harassing, discriminatory, and defamatory use.* As set forth more fully in the District's personnel policies, the District will not tolerate discrimination or harassment against any individual based on his or her race, religion, color, national origin, gender, sexual orientation, gender identity, age, disability, or veteran status, even if the law does not prohibit the conduct. Under no circumstances may employees or students use the District's technology resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, or verbally abusive in any way (e.g., sexually-explicit or racial messages, jokes, or cartoons).
- *Inappropriate communications with students or minors.* The District will not tolerate any inappropriate communication with any student or minor. Any such use will result in disciplinary measures up to and including termination.
- *Copyright infringement.* Employees may not use the District's technology resources to copy, retrieve, forward, or send copyrighted or trademarked materials unless the employee has the author's permission, or is accessing a single copy only for the employee's reference.
- *Unlawful activity.* Employees may not use the District's technology resources to engage in any activity constituting or promoting a criminal offense, or potentially giving rise to civil liability, or otherwise violating any law, regulation, or District policy.
- *Conflict of interest.* Employees may not use any of the District's technology resources to further any business activity in which the District has no interest. Employees may not use any of the District's technology resources in a manner that results in unauthorized billing or direct costs to the District, or that is otherwise contrary to the best interests of the District.
- *Confidential and proprietary information.* Employees may not use the District's technology resources in any manner that discloses confidential or proprietary information of the District to third parties.
- *Other prohibited uses.* Employees may not download material from the Internet or load software or applications that have not been approved for installation on a District computer or network without advanced written permission from the technology director or the technology director's designee.

Employees may not use District technology resources to solicit funds, distribute chain letters, sell merchandise or services, collect signatures, or conduct membership drives.

Other Responsibilities. In addition to abiding by the requirements set forth above, you are responsible for:

- Maintaining direct supervision of all students when using any District technology resources. For no reason, can students get on or use the teacher's computer.
- Follow the District's code of conduct.
- Obtaining prior approval by the Superintendent or the Superintendent's designee for any information, before such information is published. All such information becomes the property of the District.
- Honoring acceptable-use policies of networks accessed through AESD's LAN, e-mail, and Internet services.
- Agree not to reveal, disclose or disseminate personally identifiable data (names, photographs, home addresses, personal phone numbers, or personal e-mail addresses).
- Understanding that e-mail or electronic correspondence is the property of the District and cannot be construed as private property and may be read and monitored by school employed persons.
- Agree not to use the network in any way that would disrupt the use of the network by others including unauthorized access, "hacking", and other unlawful activities.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright and trademark laws regarding protected commercial software, movies, or intellectual property.
- Notify a system administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
- Pay fees resulting from use of services and/or purchase of products not previously authorized by the District for payment.
- Agree not to use technology resources for commercial purposes, personal gain, or profit.

- Agree not to attempt to harm, modify, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation or permission to use the educational information services and appropriate disciplinary action up to and including termination.
- Ensure student safety training in regards to the use of the Internet, appropriate behavior while using, but not limited to such things as social networking Websites, online opportunities and chat rooms; cyberbullying awareness and response.

Services. The District does not assume liability for information retrieved via electronic information systems, nor does it assume liability for any information lost, damaged, or unavailable due to technical or other difficulties. The District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the District technology resources is used and bears the risk of reliance on the information obtained.

I acknowledge that the District has taken every precaution to ensure the safe use of District technology resources, and further acknowledge that inappropriate information can be accessed if the user engages in aggressive pursuit of such information.

I have read and agree to abide by the District policy and regulations on appropriate use of the District's technology resources, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violation of the above terms and conditions may result in disciplinary action and the revocation of my use of technology resources.

Name _____

Signature _____ Date _____

School/department _____