

## **EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE KI CHARTER ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to Ki Charter's electronic communications system.

With this opportunity comes responsibility. It is important that you read the policy, administrative regulations, and agreement form and ask questions if you need help in understanding them.

Inappropriate use of Ki Charter's technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

As a user of Ki Charter's technology resources, you will be able to access:

- An number of databases, libraries, and other resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While Ki Charter will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a Ki Charter technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

### **RULES FOR APPROPRIATE USE**

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You must comply with the Public Information Act and the Family Educational Rights, the Child Internet Protection Act (CIPA), and the Family Education Right to Privacy Act (FERPA), including retention and confidentiality of student and Ki Charter records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

## INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone else's account.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder; plagiarism.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Wasting school resources through improper use of the Ki Charter's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.
- Using Ki Charter's electronic resources for financial gain, or commercial activity such as product advertisement.

## **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with Ki Charter policies and applicable laws.

## **REPORTING VIOLATIONS**

- You must immediately report any known violation of Ki Charter's applicable policies, Internet safety plan, or acceptable use guidelines to the technology coordinator.
- You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

**The employee agreement must be renewed each school year.**

I understand that my computer use is not private and that the Ki Charter will monitor my activity on the computer system.

I have read the Ki Charter's Electronic Communications and Data Management policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the Ki Charter's electronic communications system and in consideration for having access to the public networks, I hereby release Ki Charter, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in Ki Charter's policy and administrative regulations.

Please initial the three statements and complete the form below:

\_\_\_\_\_ I will not give to or allow a student or any user (except for troubleshooting purposes) to login using my Teacher/Staff Username and Password.

\_\_\_\_\_ I will not login to a computer station using my Teacher/Staff Username and Password and then allow a student or any user (except for troubleshooting purposes) to use that computer while I am still logged in to that station.

\_\_\_\_\_ I will not allow any student or any user (except for troubleshooting purposes) access to the PIEMS system using my Teacher/Staff Username and Password.

Teacher/Staff Printed Name:

\_\_\_\_\_

Teacher/Staff Signature:

\_\_\_\_\_

Teacher/Staff Department: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that in consideration for Ki Charter permitting me to use electronic textbooks or technological equipment for personal business; I assume financial responsibility for usage of such items off school property or outside of a school-sponsored event. All use shall be in accordance with applicable Ki Charter policies, administrative regulations, and this agreement form.

[ See policies and provisions on use of electronic media in the employee handbook]

I also understand that Ki Charter recommends I obtain appropriate insurance for the equipment to cover loss, damage, or destruction.

Technology resource(s) issued:	Maximum financial responsibility incurred in the event of loss, damage, or destruction*:

*\*Financial responsibility may be less than this amount based on the nature of the damage.*

**This agreement must be renewed each school year.**

Teacher/Staff Printed Name:

\_\_\_\_\_

Teacher/Staff Signature:

\_\_\_\_\_

Teacher/Staff Department: \_\_\_\_\_

Date: \_\_\_\_\_

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