

Lowell Area Schools Technology Use Agreement for Staff

Lowell Area Schools offers its' employees use of the district's computer network and public internet access for sending and receiving electronic mail and use of the internet as it pertains to job related tasks. All employees of the district are required to sign that they have read the Board of Education Bylaws and Policies (located on the Lowell Area Schools website) and agree to abide by its provisions. Briefly described below is a portion of those policies which summarizes many of the intents and purposes for the use of technology in Lowell Area Schools.

- Network and/or email accounts are provided for Lowell Area School staff. Special circumstances may include long term substitutions and other special needs.
- Users may not share their login credentials with any other individuals including other Lowell staff and students.
- Users must never login with their own account for another staff or student. The intent of providing access for someone else is not allowed.
- Users may not use district's equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes on the rights of any other person or information that is abusive, obscene, defamatory, or sexually offensive.
- The district computer equipment shall not be used for commercial purposes, advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the district, nor delete, alter, or otherwise interfere with the integrity of computer based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users have no expectation of privacy when using technology. The district retains the right to monitor all use, including but not limited to personal e-mail, computer files, databases, web logs, or any other electronic transmissions through the district's technologies.
- Copyright compliance – any use made of instructional materials or audio-visual equipment in a classroom setting will be in accordance with both State/Federal laws and the Board of Education Bylaws and Policies.

Violations of the Technology Use Agreement are detailed in the Board of Education Bylaws and Policies. System or district administrators at their discretion will reserve the right to terminate the account and/or privileges of any person who is misusing the intended purposes for technology within Lowell Area Schools.

Lowell Area Schools is CIPA compliant.

PRINTED NAME: _____

Signature

Date

FOR STUDENT TEACHERS ONLY:

Building Assigned To

Name of Mentor Teacher