



Employee Technology Acceptable Use Policy Agreement

Please read the following carefully before signing this document. This is a legally binding document. I understand that, as a computer and Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately in accordance with the following rules. When using Bedford County Schools' Technology Resources, including equipment, network, and the Internet:

I will not intentionally:

- send, display, or download offensive communication or media.
- use obscene language.
- harass, insult, attack, or defame others.
- damage school technology equipment or network infrastructure.
- attempt to enter network areas not related to specific classroom.
- violate copyright laws.
- use other users' passwords or identifiers without authorization.
- trespass in other users' files, folders, or work.
- intentionally misuse resources.
- install or download non-educational or personal software.
- illegally duplicate software, music, or video media.
- attempt to bypass system protection including the creation or use of proxy servers or websites.
- use the network for commercial use.
- reveal my personal address or phone numbers nor those of students or other school personnel.
- attempt to service hardware or authorize anyone other than Bedford County BOE technicians to service computer hardware.
- perform any action which violates existing Board Policy or Public Law.
- provide teacher/employee passwords to students or other unauthorized personnel.
- attach a personal technology device to the Bedford County Schools' network.
- attach personal networking equipment to school system network nor bring in personal network provisioning devices.
- stream audio or video for anything other than educational use.

I will:

- ensure that all students who use the technology equipment, networks, and/or Internet under my supervision abide by the Bedford County School System Acceptable Use Agreement.
- use the Bedford County e-mail system responsibly and understand that it is not guaranteed to be private.
- use Internet access in an appropriate, responsible, and ethical manner.
- understand that I cannot be held responsible for the receipt of unsolicited materials which may be unacceptable or unlawful, but that it is my responsibility to destroy the objectionable material without delay and, if appropriate, to notify my supervisor and the proper legal authorities regarding the said material.
- agree to have all software that is to be installed on the server pre-approved by the BOE Technology Department.
- agree to have all purchases of technology devices which will connect to the network pre-approved by the BOE Technology Department.
- take reasonable steps to prevent unauthorized use of school technology equipment.
- install the updates for my computer's operating system and virus control on a regular basis as well as updates to school purchased handheld devices assigned to me.

I understand that any violation of this agreement may result in disciplinary or legal action leading to termination of employment determined by the superintendent of schools and legal counsel.

Name _____ Signature _____ Date _____