

# SAN MARINO UNIFIED SCHOOL DISTRICT TECHNOLOGY USE AGREEMENT

Users are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. Users shall use the e-mail account and Internet only for purposes related to employment with the district. The district reserves the right to monitor any on-line communications for improper use.
2. Users shall not use the system to promote unethical practices or any activity prohibited by law or district policy. Commercial or political and/or other inappropriate personal use of the system is prohibited.
3. Users shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that can be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
4. Copyrighted material may not be placed on the Internet without the author's permission. Users may download copyrighted material for their own use and only in accordance with copyright laws.
5. Vandalism will result in the cancellation of user privileges. Vandalism includes knowingly uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any user.
6. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' abilities to send or receive electronic mail; nor shall they attempt to read, delete, copy, modify or forge other users' mail.
7. Users are encouraged to practice good on-line etiquette and keep messages brief.
8. Users shall report any security problem or misuse of the network to the Superintendent or designee.
9. Users shall not post any student's full name, picture, or personal information on an unprotected web site that may be used by another, without the parent's permission.
10. Users shall not post any employee's full name, picture, or personal information on an unprotected web site that may be used by another, without his/her written permission.
11. All users shall be informed of the board policy and regulations each year.
12. All users shall sign an acceptable use agreement, which shall be kept in the personnel file.

I agree to the terms described in this Technology Use Agreement.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE'S NAME \_\_\_\_\_  
(Please Print)