

**Saint Paul Public Schools Technology Use Agreement for
Employees, Contractors and Board Members**

Saint Paul Public Schools provides access to district technology resources to support learning, enhance instruction, and support school district operations.

Employees, contractors, and Board Members must read and comply with Saint Paul Public Schools (District) policies, procedures and guidelines regarding use of district technology resources, including Board of Education Policy 520.00 Technology Usage and Safety Policy, Procedure 520.00.1 Technology Usage and Safety, and Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members.

By my signature below, I acknowledge that I have read and understand Saint Paul Public Schools Board of Education Policy 520.00, Procedure 520.00.1, and the *Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members*, and that I understand the following:

- Use of district technology resources is related to instructional, administrative, and other support activities consistent with the mission and policies of the District, and the duties of my position.
- Use of district technology resources and access to the Internet is a privilege, not a right. Misuse of district technology resources may result in one or more of the following consequences: suspension or cancellation of authorized use or access privileges; discipline under applicable district policies and procedures; or civil or criminal liability under applicable laws.
- Use of district technology resources has limited educational and administrative purposes. Some uses, which might be acceptable on a personally-owned device, account, or on another system, may not be acceptable on this limited-purpose network.
- District technology resources including, but not limited to, computers, mobile and cellular devices, information systems, hardware, software, and network resources are the property of the school district. The District reserves all rights to control its technology resources and does not relinquish control over materials on the system, or materials contained in files on the system.
- All files, including e-mail messages, created on or stored on District computers or servers are the property of the District, and may be subject to review, disclosure, or discovery under various laws.
- Work prepared on or with the assistance of district technology resources is the property of the District, and cannot be licensed or sold for the benefit of any individual employee or user.
- Use of the district technology resources is at the individual's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including but not limited to the following: loss, damage, or unavailability of data stored on or transmitted through district technology resources; delays, changes, or interruptions of service; missed or non-delivery of information or materials. The school district shall not be responsible for unauthorized financial obligations or consequential damages arising from the use of district technology resources.
- I agree I am solely responsible for all use of my accounts and for the confidentiality of my passwords. I will not transfer or share my account or password with any other person.
- I will follow all District policies, procedures and guidelines related to computer and data access and security.

Employee Name: _____ Employee ID #: _____

Employee Signature: _____ Date: _____

For District Use:

Date Received: _____ Received By: _____ Location/Department: _____