

**STAFF MEMBER CONSENT AND WAIVER
FOR
INTERNET/DISTRICT NETWORK ACCESS
AND
USE OF DISTRICT TECHNOLOGY EQUIPMENT**

This form must be read in its entirety and signed by each employee at least annually.

Any questions regarding the content of this document should be referred to the Director of Technology.

By signing this Consent and Waiver, I _____ (print name) agree to abide by the restrictions, terms, and conditions for network access and acceptable use of district technology resources set forth below.

Further, I have been advised that the district has no control over the information on the Internet, although it attempts to provide prudent and appropriate barriers. Websites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the district's intent is to make Internet access available to further its educational goals and objectives, account holders may be exposed to other material as well.

The district believes that the benefits to its staff members provided by access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of that access. To that end, the district provides network and Internet access to all employees, as deemed by the district to be necessary and appropriate to carry out their job duties.

Each staff member must understand that access to the district network is provided in order to support the district's educational mission, vision, and goals. The specific conditions and services that are offered may change from time to time. In addition, the district makes no warranties with respect to the district's network service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by an individual from a source outside the district, or any cost or changes incurred as a result of seeing or accepting such advice;
2. Any costs, liability or damages caused by the way the individual chooses to use his/her district network access;
3. Any consequences of service interruptions or changes, even if those disruptions arise from circumstances under the control of the district;
4. Any assumption of privacy or confidentiality of electronic communications or network activity;

STAFF MEMBER CONSENT AND WAIVER FOR INTERNET/DISTRICT NETWORK ACCESS AND USE OF DISTRICT TECHNOLOGY EQUIPMENT
(continued)

- a. Communications through electronic means, such as emails and text messages; or network activity, including web browsing, may be subject to periodic review by the district and can be subject to disclosure pursuant to requests made through the Public Records Act or by court order, including communications related to district business originating from a personal device or account.

By signing this form I agree to the following terms:

District Internet and District Network Access

1. My use of the district's network must be consistent with the district's goals and objectives.
2. I will not use the district network for illegal purposes of any kind.
3. Access can and will be monitored.
4. I will not use the district network to transmit threatening, obscene, or harassing materials. The district will not be held responsible if I participate in such activities but I will be held responsible by the district.
5. I will not use the district network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to; distribution of unsolicited advertising, propagation of computer worms and viruses, or using the network to make unauthorized entry to any other machine accessible via the network. In addition, I will print only to my local or designated printer.
6. It is assumed that information and resources accessible via district network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights, Therefore, I will not use the district network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

District Technology Equipment

1. I will protect district technology equipment assigned to me from loss, theft and damage. I understand that I may be held financially and behaviorally responsible for any problem caused by my negligence or failure to adhere to a standard of reasonable care.

STAFF MEMBER CONSENT AND WAIVER FOR INTERNET/DISTRICT NETWORK ACCESS AND USE OF DISTRICT TECHNOLOGY EQUIPMENT
(continued)

2. I will adhere to the following safeguards, which constitute a standard of reasonable care, for mobile devices assigned to me, when on district property, off district property at a district/school sponsored event, and when choosing to take the device home. I understand that, generally, I will not be held financially responsible for loss, theft, or damage to a mobile device when on district property, unless there is clear evidence of negligence on my part :

Mobile Device Safeguard
Never leave a mobile device in a vehicle, regardless of whether the vehicle is locked or the duration of time away from the vehicle
Never leave a mobile device unattended in a public setting
Avoid storing or using a mobile device in extreme temperatures
Do not leave a location temporarily visited without the mobile device
Never check a mobile device as luggage at the airport
Do not place drinks or food in close proximity to a mobile device. Drinks sitting on the same desk or table with a mobile device should be covered/sealed.
Use the mobile device on a flat, solid surface so that there is air circulation. Using the device on a bed, couch, or other soft material can cause damage due to overheating.
As much as practical, keep the mobile device away from the edge of tables and desks to reduce the risk of it accidentally falling or being knocked to the floor
Never lend or transfer custody of a district issued mobile device to your children, family members, or other individuals not affiliated with the District. In the case of a school/district sponsored event occurring off District property, custody of a mobile device may be temporarily transferred to another responsible non-staff member in cases where the responsible individual is performing a service directly related to the event for which the device is needed.
Always use a surge protector when charging the battery
Avoid abrupt or hasty movements while handling and using a mobile device
Never have a mobile device in or near a large source of water such as a(n) swimming pool, bathtub/shower, ocean, lake, river, etc.

3. District technology equipment may be used for limited personal purposes subject to district policies and guidelines.
4. I understand that the District may require District Technology Equipment to be turned into the Technology Department for inspection or maintenance at any time.
 - a. I understand that the District requires that certain District Technology Equipment, including accessories, be turned into the Technology Department for inspection and maintenance at the end of the school year and for the summer. Exceptions to allow use of District Technology Equipment during the summer at home requires submission of an Equipment/Tools/Furniture Loan Request form and approval by the Director, Technology

STAFF MEMBER CONSENT AND WAIVER FOR INTERNET/DISTRICT NETWORK ACCESS AND USE OF DISTRICT TECHNOLOGY EQUIPMENT
(continued)

5. I understand that, except under limited circumstances approved by the Director, Technology, all installations of software, drivers, updates, and patches on District Technology Equipment must be requested through work order and be performed only by Technology Department staff members.
6. I will immediately notify District/School Administration and the Technology Department when loss, theft or damage occurs to any technology equipment assigned to me.

STAFF MEMBER CONSENT AND WAIVER FOR INTERNET/DISTRICT NETWORK ACCESS AND USE OF DISTRICT TECHNOLOGY EQUIPMENT
(continued)

By signing below, I certify that I have read and understand all content of the Staff Member Consent and Waiver for Internet/District Network Access and Use of District Technology Equipment, understand that I will be held financially responsible for loss, theft, or damage occurring for my failure to adhere to a standard of reasonable care, as described above, and have read and agree to follow the guidelines and restrictions set forth in Board Policy and Administrative Regulation 4040

Employee Name: _____ Site: _____
(Please Print)

Employee Signature: _____ Date: _____

Exhibit
version: June 2017

SANTEE SCHOOL DISTRICT
Santee, California