

Highland School District

Technology Acceptable Use Contract for Highland CSD Employees

As an employee of the Highland School District, I, _____, recognize and understand that the district's email systems are to be used for conducting the district business only.

I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized Highland CSD representative.

I am aware Highland CSD reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and servers at any time, with or without employee notice or consent, and that such access may occur during or after working hours.

I am aware that use of a Highland CSD provided password or code does not restrict the district's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination or discharge from employment.

I agree that it is not permissible to store personal files (including audio and image files) on my computer or network account and such files may be deleted at any time without notice.

I acknowledge that I have read and that I understand the Highland CSD Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me. Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and in the policy as revised.

Choosing not to adhere to the policies set forth above is cause for suspension of all computer and Internet privileges.

Signature

Date

Approved: November 12, 2018