



## Staff Technology Use Agreement

Following is a summary of Board Policy 7540.04 Staff Education Technology Acceptable Use and Safety. All staff are encouraged to read the full policy before signing this contract, which can be found on the JPS website, [www.jpsk12.org](http://www.jpsk12.org). Some aspects of the policy may also be addressed in other District policies; e.g., the JPS Social Media Policy and Guidelines.

1. Use of the District Technology must be in support of education.
2. Users have the privilege to use all of the technology for which they are authorized. Anyone using the technology is responsible for the preservation and care of that technology.
3. Staff must demonstrate good faith efforts to supervise students' use of the technology under their charge.
4. Any relocation, removal, or modification of the technology equipment must have the permission of the Director of Technology or designee.
5. Accounts are to be used only by the owner or users authorized by the owner. Sharing of passwords is prohibited.
6. Real names must be used, no pseudonyms are allowed.
7. Users experiencing harassment, identifying a security problem or inappropriate use must report the problem.
8. The use of unauthorized software is prohibited.
9. Any violation of the use of the technology should be reported. Staff violating the Board Policy may be subject to discipline and may also be subject to legal action if appropriate.
10. Copyright laws must be followed.

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Print Name

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Signature

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Date

*I have read and understand Board Policy 7540.04 Staff Education Technology Acceptable Use and Safety and the JPS Social Media Policy and Guidelines (found on the JPS website, [www.jpsk12.org](http://www.jpsk12.org)).*