

**SAN MARINO UNIFIED SCHOOL DISTRICT
TECHNOLOGY USE AGREEMENT**

Users are authorized to use the District's online services in accordance with user obligations and responsibilities specified below:

1. Users shall use district email and Internet only for purposes related to employment. Users shall not use their personal e-mail for purposes related to employment. The District reserves the right to monitor any online 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, political, and/or 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 or distribute 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 online 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.
13. The Superintendent or designee reserves the right to change this policy at any time and will notify users of any material changes by updating the policy and by including an "UPDATED" label at the bottom of this page after any material changes are made.

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

EMPLOYEE'S SIGNATURE _____ DATE: _____

EMPLOYEE'S NAME _____

UPDATED 12/19/16