

Employee Use of Technology: Equipment Release Form
Obligations and Responsibilities Agreement for Check-out of PSUSD Hardware and Software

The Palm Springs Unified School District (PSUSD) Governing Board recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. Employees and Board members shall be responsible for the appropriate use and security of District technological resources.

Obligations and Responsibilities Agreement

All employees and Board members must assume responsibility for the safekeeping of District equipment. Employees and Board members are authorized to borrow portable devices and to use equipment and software in accordance with Governing Board policy #BP 4040 and the user obligations and responsibilities specified below. Please initial each of the user obligations and responsibilities provisions to verify understanding.

1. I understand that users shall not copy software owned by the District without prior authorization by the Superintendent's designee.

I have read and understand this provision. Initial_____

2. I understand that users shall not download and/or install personal software on District equipment without prior authorization by the Superintendent's designee.

I have read and understand this provision. Initial_____

3. I understand that users shall not vandalize District equipment.

I have read and understand this provision. Initial_____

4. I understand that users shall follow District procedures for checking-out portable devices (such as laptops, PDA, cameras, cell phone, etc.) and shall agree to abide by all the rules and procedures established by the District for the particular equipment, including but not limited to check-out procedures and security of equipment. Equipment designated for teacher check-out must be checked out through the principal, media specialist or designated administrator.

I have read and understand this provision. Initial_____

5. I understand that I am responsible for obtaining the equipment release form initialed by the principal, media specialist or designated administrator when returning equipment.

I have read and understand this provision. Initial_____

6. I understand that when I check out equipment, I need to lock all portable equipment in a secure cabinet when the equipment is not in use.

I have read and understand this provision. Initial_____

I have read this agreement and understand my obligations and responsibilities when checking out equipment. I agree to comply with all provisions.

Employee's Name (Please Print): _____

Employee's Signature: _____

Equipment: _____ ID Number: _____

Date Checked-out: _____ Date Returned: _____ Returned (Designee's Initials) _____

White: Site/ Department Designee Yellow: Site/ Department Head Administrator Pink: Employee

**Palm Springs Unified School District
Employee Acceptable Use of Technology Agreement**

The Governing Board of Palm Springs Unified School District recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects its members and all employees to learn to use the available technological resources that will assist them in the performance of job responsibilities. Before becoming an authorized user of these resources, each user must sign a contract that assures agreement to abide by the District's rules, regulations and guidelines as detailed in the Employee Use of Technology Board Policy, BP 4040a.

Listed below are the provisions of this agreement. Employees and Board members that sign and comply with this agreement are authorized to use district equipment to access the Internet or on-line services. Please read it carefully. Users shall be penalized for unauthorized use. Such penalties may include temporary or permanent loss of privileges or disciplinary action up to, and including, termination. In addition, users may be subject to prosecution for state or federal law violations.

TERMS AND CONDITIONS

On-Line Internet Services: User Obligations and Responsibilities:

My use of district electronic technology resources will be in support of educational goals and objectives of PSUSD. I understand that I am personally responsible for all activity that is associated with my assigned electronic service accounts.

- 1. All account information, including home addresses and telephone numbers will be kept private. I will use only use the system under my own account number.
- 2. The system will be used responsibly and primarily for work related purposes. I may also use technology for incidental personal purposes if that use does not interfere with the District's operation of the technology or my employment.
- 3. I will not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of other based on their race/ ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- 4. I will not use the system for commercial purposes or promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
- 5. I will not place copyrighted material on the system without the author's permission. I may download material only in accordance with applicable copyright laws.
- 6. I will not intentionally upload, download or create computer viruses and/ or maliciously attempt to harm or destroy District equipment or materials or the data of any other use, including so-called "hacking."
- 7. I will not read others' electronic mail or files. I will not attempt to interfere with other users' ability to send or receive electronic mail, nor will I attempt to read, delete, copy, modify or forge other users' mail.
- 8. I will report any security problem or misuse of the services to the Superintendent or designee.

Equipment/ Software: User Obligations and Responsibilities

I understand that PSUSD employees and Board members are authorized to borrow portable devices and use equipment and software in accordance with Governing Board policy and the user obligations and responsibilities specified below.

- 1. I will not copy software owned by the District without prior authorization by the Superintendent's designee.
- 2. I will not download and/or install personal software on District equipment without prior authorization by the Superintendent's designee.
- 3. I will not connect personally owned peripheral devices to any District Equipment without prior authorization by the Superintendent's designee.
- 4. I will not vandalize district equipment.
- 5. I will follow District procedures for checking-out portable devices (such as laptops, PDAs, cameras, cell phones, etc.) and I will agree to abide by all the rules and procedures established by the District for the particular equipment, including but not limited to check-out procedures and security of equipment. Equipment designated for teacher check-out must be checked out through the principal, media specialist or designated administrator.
- 6. I understand that use of District equipment is a privilege which can be revoked at any time by the Superintendent's designee.

Privacy:

- 1. I understand that computer files and communications over electronic networks, including e-mail and voice mail, are not private. Therefore, I will not use these technologies to transmit confidential information about students, employees or district operations without authority.
- 2. I understand that every effort will be made to ensure the privacy of individual accounts. However, I understand that under special circumstances, to resolve technical problems, prevent misuse of the system, or to investigate illegal activity, personnel authorized by the District may access user accounts.
- 3. I understand the District reserves the right to monitor the system's use without prior notice. I understand inappropriate use shall result in a cancellation of the user's privileges, disciplinary action and/ or legal action in accordance with law, Board policy and administrative regulations.
- 4. I understand the Superintendent or designee may monitor the District's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent.

I have read this agreement and understand my responsibilities for personal and professional use and my role in supervising and modeling appropriate use of the computer network.

Employee's Name (Please Print) _____ **School/ Department** _____

Employee's Signature _____ **Date** _____

Please check the box that corresponds to your job designation to help Technology and Information Services set up your account.

Administrator ☐ **Certificated Teacher** ☐ **Classified Staff** ☐

Reference: PSUSD Employee Use of Technology Board Policy # 4040a. – Available on request.

Please return the white copy to your principal or district office department head, keep the yellow copy for your records and return the pink copy to the Human Resources Department.