

Employee User Agreement

(To be signed by all employees and turned into the Technology Director by August 16, 2010)

I have read the Central R-III School District Acceptable Use Policy, e-mail policy, and Web-Page policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination. I also understand that inappropriate or illegal use of the equipment/facilities could result in civil or criminal lawsuits. I also agree not to hold the Central R-III Schools liable for the gathering of any offensive or undesirable content through the schools electronic media.

I understand that my use of district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

In return for access to the district's technology and proper maintenance of equipment, I will also adhere to the following:

- ☐ Update Anti-Virus software at least once a week
- ☐ Never set "remember my passwords" on your workstation
- ☐ If given access clean cache files "temp files" at least once a quarter
- ☐ No downloading of any file sharing applications (ex: MP3 files)
- ☐ Be responsible for the outside cleaning and dusting of equipment
- ☐ Only use the centralr3.org e-mail account through Google application while at school. (No, instant messaging, Hotmail or Yahoo accounts should be set up on machines)
- ☐ Log-out of all applications at the end of the day
- ☐ Follow all guidelines and procedures as documented in the Acceptable Use Policy
- ☐ Store machine during summer and set-up at beginning of year.
- ☐ Lock Workstation when away from desk for any extended period of time.

Employee Signature

Date

Employee Name (Print)