

**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**EMPLOYEE TECHNOLOGY USE AGREEMENT**

Form 4040(b)

Employee's Name (Print) \_\_\_\_\_

The Folsom Cordova Unified School District ("District") offers access to its technology resources, including the Internet or intranet (collectively referred to as "Access") under the following terms and conditions to the employee listed above ("Employee").

The District requires that all employees utilizing district Access shall read and sign this agreement to attest to his/her familiarity with the district policies and guidelines. The Employee agrees that with his/her use of the Folsom Cordova Unified School Access, he/she shall abide by all district policies and regulations related to the use of technology (available from the district office and via the district's web site), as well as the following:

**1. Educational Purposes.** I will restrict my use of the District's access only to purposes related to my assigned duties within the District and in ways that are reasonably related to the District's adopted curriculum and educational policies. I will not use District Access for any illegal or immoral purpose. In this regard, I will not use District Access in any manner that would constitute computer hacking, violation of copyright laws (particularly installing or copying unlicensed software), violation of trade secrets or licenses, or invasion of another's privacy. Any personal use of district technology resources must abide by district policy for employee technology use (BP 4040), which outlines allowable uses.

**2. Commercial Uses.** I will not use District Access for private commercial purposes or for personal financial gain unless I have obtained permission to do so from the Superintendent or his/her Designee.

**3. Pornography and Hate Materials.** I will not use District Access to view, copy, send, or print material that is obscene, pornographic, or with a dominant appeal of sexual arousal. Nor will I use District Access to access, send, or print material that advocates hate or violence against others based on their race, national origin, gender, religion, age, disability, or sexual preference. Nor will I use District Access to access, send, or print material that provides information that could be used in the production of destructive devices such as bombs, explosives, or fireworks.

**4. Other Prohibited Activities.** I shall also refrain from using abusive or profane language in either public or private messages sent via District Access; from using the system to harass, insult, or attack others; from posting anonymous messages on the system; from using encryption or other password software to lock my system without district permission; from vandalizing the data of another user; from gaining unauthorized access to resources or files; from identifying myself with another person's name or password or using an account or password of another user without proper authorization; from theft or vandalism of data, equipment, or intellectual property; from intentionally introducing a virus or otherwise improperly tampering with the system; from degrading or disrupting equipment or system performance; or from using District Access to invade the privacy of another user.

**5. Supervision of Students.** I will provide reasonable supervision and instruction to students under my authority when they are using the District's Access per board policies (including BP 6118(a) and

6118.01 – Student Use of Technology and Internet Access). In doing so, I will reasonably attempt to see to it that students adhere to their responsibilities under the Student Technology Use Agreement.

**6. Limiting Students Who Use the Internet.** I will allow only those students to use District Access who, along with their parent or guardian, have signed the Student Technology Use Agreement.

**7. Exclusive Access At Work.** I agree that the only access to the Internet that I will utilize while I am on school property will be the District's Access. I will not obtain or use any other access to the Internet from school property other than District Access, nor attempt to bypass the District network or filtering systems, unless I obtain permission from the superintendent or his/her Designee in advance.

**8. Updates to District Technology Use Policies.** Due to the rapidly changing nature of today's technologies, the district may need to occasionally modify its policies, regulations or other guidelines related to technology use by employees and/or students. The district will make every effort to keep these items available via the district's web site (<http://www.fcusd.k12.ca.us>) or by request from the superintendent's office. The district will make every effort to communicate with its employees when changes are made, but it is my responsibility to be sure to regularly read those policies, and I understand that I will held accountable for following them at all times.

I have read the above and agree to its terms and conditions.

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_