

## Employee Use of Technology Agreement



I have read and agree to the terms and conditions of the Employee Use of Technology Policy that is a part of this Agreement. For further clarification please review CUSD Board Policies at [www.carmelunified.org/HumanResources/Board Policies](http://www.carmelunified.org/HumanResources/Board Policies).

I understand that access to computer resources is designed primarily for work-related purposes and will use it for non-work related activities only during non-duty hours. I understand that computer files and electronic communications, including email and voice mail, are not private and that the Superintendent or designee may monitor employee usage of technological resources, including email and stored files. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

I understand that it is impossible for Carmel Unified School District (CUSD) to restrict access to all controversial materials on the Internet or to monitor all material being placed on a computer system by its users. I will not hold CUSD, the school or other CUSD employees responsible for materials I acquire via the network or the consequences of its use or acquisition.

I understand that email is an important mode of communication in the district and I am obliged to read and respond to my email regularly, at a minimum of once per week.

I understand that I may be subject to disciplinary and/or legal action for any violation of the rules contained in the Acceptable Use Policy and will use CUSD's technology resources to support the district's educational goals.

**PLEASE PRINT CLEARLY**

Legal First Name	Legal Last Name
Preferred First Name (What name would you like to be called?)	Preferred Last Name
School Site	Job Title
Department (grade/subject)	
Home Address:    Street	City
	State                      Zip
Home Phone	Cell/Text
	Home e-mail:
Employee Signature	Date

**Please sign this agreement and return to: District Office/Human Resources**

HR Department Only	Tech Department Only		
Employee ID: _____	User name: _____		
If Temp, expiration date: _____	<input type="checkbox"/> Aeries CS <input type="checkbox"/> Aeries.net <input type="checkbox"/> Blackboard Connect <input type="checkbox"/> Google Docs <input type="checkbox"/> Mail Account	<input type="checkbox"/> Memberships/Dist. List <input type="checkbox"/> Moodle <input type="checkbox"/> VoIP extension _____ <input type="checkbox"/> Website	Other Software _____  Other Software _____  Other Software _____
Insured Eligible:    Yes    No			
Replacing: _____			
Site: _____ Start Date: _____			
Date to IT Dept.: _____			