

BOARD OF EDUCATION

John Ellison
 Karl Pallastrini
 Rita Patel
 Mark Stilwell
 Annette Yee Steck

SUPERINTENDENT

Barbara Dill-Varga, Ed.D

**DISTRICT OFFICE:**

P.O. Box 222700
 Carmel CA 93922

4380 Carmel Valley Road
 Carmel, CA 93923

TEL: (831) 624-1546

FAX: (831) 626-4052

www.carmelunified.org

Carmel Unified School District

Acceptable Use Agreement And Release of District from Liability

Independent Contractor Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

[Please sign this agreement and return to: District Office/Special Education Dept.](#)

PLEASE PRINT CLEARLY

First Name	Last Name	School Site(s)
Job Title	Media Access Control Address (MAC address) <i>See your site IT Technician for assistance if needed</i>	
Cell Phone	Email	
Name of Contractor	Address	
City	State	Zip
Employee Signature	Date	

SPED Department Only	Tech Department Only		
Site: _____ Start Date: _____ Date to IT Dept: _____	User Name: _____		
	<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	<input type="checkbox"/> Distribution Lists _____ <input type="checkbox"/> Shared Calendars _____ <input type="checkbox"/> Other _____

CARMEL UNIFIED SCHOOL DISTRICT

ACCEPTABLE USE AGREEMENT & RELEASE OF DISTRICT FROM LIABILITY

Personnel

The Carmel Unified School District authorizes district Independent Contractors to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all Independent Contractors to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that Independent Contractors may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee/Independent Contractor who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district- owned or personally owned equipment or devices.

Independent Contractor Obligations and Responsibilities

Independent Contractors are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee/Independent Contractor as a result of his/her personal use of district technology.

The employee/Independent Contractor in whose name district technology is issued is responsible for its proper use at all times. Independent Contractors shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Independent Contractors shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, Independent Contractors shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Independent Contractors are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive

2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for use in conducting district business, no employee/Independent Contractor should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Independent Contractors should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee/Independent Contractor on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee/Independent Contractor uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee/Independent Contractor which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee/Independent Contractors becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violation of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's/Independent Contractor's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.