

Use of Technology Resources

Employee: _____

Employer Name: _____

All employee use of employer provided technology resources, both hardware and software, must be appropriate and in accordance with policy. Inappropriate use may subject the employee to disciplinary action or termination.

Inappropriate use includes, for example:

- Use of technology resources to create, send or receive message, pictures or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory or harassing. If you receive such material, you must immediately notify your supervisor.
- Use of technology resources to conduct illegal activities.
- Loading of software which is not approved in advance by management.
- Making illegal copies of licensed software.
- Using software that is designed to destroy data, provide unauthorized access to the employer's technology equipment or which would disrupt technology or communications equipment in any way.
- Using employer's technology, email and/or voicemail systems for personal business. Any message or file created, stored and/or sent using the employer's computer or communications equipment is the property of the school.
Employees should have no expectation of privacy in any message that is stored or sent using the employer's equipment.

I have read, understand and agree to abide by these policies regarding the use of the school's technology resources:

Signature

Date