



This agreement is entered into this _____ day of _____, 20____ between

(please print name and position) _____, hereinafter referred to as Employee, and the Ypsilanti Community Schools, hereinafter referred to as District. The purpose of this agreement is to provide Network (Electronic Mail and limited server access) and Internet access, hereinafter referred to as Network, for educational purposes, to the Employee. As such, this access will (1) assist in the collaboration and exchange of information, (2) increase productivity, efficiency and effectiveness of employees in the workplace, and (3) enhance information gathering and communication skills. The use of District and/or Network resources are for the purpose of support of the instructional/administrative programs and operations, telecommunications, general information, and contractually authorized employee association activities. The intent of this agreement is to ensure that the Employee will comply with all Network and Internet acceptable use policies approved by the District. In exchange for the use of the Ypsilanti Community Schools Network resources, I understand and agree to the following:

- A. The District may require demonstrated proficiency on systems software and network prior to authorizing use of the Network.
- B. The District and/or Network resources are intended for the exclusive use by their registered users. The Employee is responsible for the use of his/her account/password and/or access privilege. Use of an account by someone other than the registered account holder is prohibited. The employee is also responsible to use due diligence in keeping the District's data resources secure, including, but not limited to, all data transported from and to District sites. Except in the line of official school duties and as provided under the Family Educational Rights and Privacy Act (FERPA)*, no student contact information is to be sent via e-mail. This includes the student's name and other information that would allow an individual to locate the student, including but not limited to, parent's name, home address, work address or location, or phone number.
- C. All information services and features contained on District or Network resources are intended for official District business use by its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form is expressly forbidden.
- D. Employees are responsible for monitoring student access to, and use of, the Network as regulated by Board Policy. This includes circulating among all approved digital devices used to access the Network.
- E. The District does not warrant that the functions of the Network will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Network.
- F. The use of the Network is a privilege that may be revoked by the District. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, or introduction of harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and remove a user account on the Network.
- G. The District reserves the right to monitor computer use and to monitor fileserver space utilization by users as well as to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. No user has and should not expect to have any right to privacy regarding their use of District property, digital media, network and/or Internet access or files, including email and/or any other aspects of the District's Information System(s).
- H. The District reserves all rights to any material stored in files and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, or discriminatory. An Employee will not use his/her District approved Network account/access to obtain, view, download, or otherwise gain access to such materials. Illegal activities will be reported to the appropriate authorities.
- I. Misuse of the account may result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to others or misrepresenting oneself as another user; disrupting the operation of the Network through abuse of the hardware or software and/or interfering with others' use of the Network; illegal installation of copyrighted software or unauthorized downloading, copying, or use of licensed or copyrighted software.
- J. The District agrees that in the event an employee is disciplined due to a violation of this agreement, it will provide access to all information gathered or recovered by the District in determination of that violation, including any deleted files recovered by the District.

In consideration for the privilege of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, I hereby release the District, the Network operators and administration from any and all claims of any nature arising from my use, or inability to use the District and Network resources. **Further, I agree to abide by ALL Technology Policies found in the YCS Employee Manual (Section 4.0.0)** and such rules and regulations of system usage as may be further added from time to time by the District and/or Network Administration. These rules will be posted on the District's website.

Signature of Employee _____ Date: _____

Please print name _____ Building location _____