_____   _____
Staff Name (Please Print)   Primary Building

MARYVILLE R-II SCHOOL DISTRICT
Acceptable Use Agreement for Faculty/Staff

This Computer/Internet usage agreement has been created to inform and protect the students, faculty and staff in our District. In order to use the Internet services available in the Maryville R-II School District, you must read this information and sign the Computer/Internet Usage Agreement that follows.

The Maryville R-II School District's devices and network are intended for the exclusive use of its authorized users for educational purposes**.** As required by state and federal law, the Maryville R-II School District maintains network firewall and internet filter software/hardware. The Maryville R-II School District makes no guarantee that staff/students will have access to all network or internet resources. ***Any attempt to bypass network security with a proxy or VPN is expressly forbidden.***

As a user you are responsible for the security of your passwords and accounts. At no time should a student be given a teacher/staff username or password or be allowed to use an unsupervised computer that is logged in with teacher/staff credentials. All staff passwords should be stored securely and out of view of students.

Users shall have no expectation of privacy when using Maryville R-II network resources. The District reserves the right to inspect any material stored on District equipment, in network files, on the R-II Google Domain and on the District website to which users have access, and will edit or remove any material which the District staff, in its sole discretion, believes may be inappropriate for an educational environment. Users of the computers/internet will not use their accounts to display, view, download, or otherwise obtain objectionable materials. This includes (but is not limited to) text, videos, images, sound files, or graphic games.

Any misuse of network resources may result in suspension of network account privileges and other disciplinary actions up to and including termination. Such conduct would include (but is not limited to) inappropriate communication between staff and students, harassment of staff or students, accessing or altering another person's files or e-mail, making the passwords of another person public, and intentional destruction or alteration of network equipment.

Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of malware or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction, is prohibited.

Commercial software is placed on the computers for the use and convenience of students and staff. Any unlawful use (such as the copying of copyrighted material without the express written permission of the owner or obtaining the proper license) is prohibited. **Any additional software to be installed must be approved by administration and cleared by the District Technology Team.**

The District does not guarantee that the functions of the system will meet any specific requirements you may have, or that it will be error-free and/or uninterrupted. Nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system. Management of network storage space is the responsibility of the account holder.

Staff will be responsible for understanding and enforcing student acceptable use agreement policies. Students using District computers/technologies are to be monitored at all times. *Staff members may be held accountable for inappropriate use of MSD Network equipment by those under their supervision.*

Wireless connections (Wi-Fi) may not provide access to all District resources and will be limited by the District firewall, content filter and wireless control software. Use of Wi-Fi is not secure even when encrypted. Maryville R-II makes no guarantees regarding the security of your wirelessly transmitted data when using personal equipment.

Devices including (but not limited to) laptops, tablets and cell phones are permitted for staff, students, and approved guests for educational or official purposes only. Use of personal electronic devices is subject to individual building guidelines.

Technical support will not be provided for personal devices. Users must take full responsibility for setting up and maintaining their personal electronic devices. Appropriate anti-virus software must be installed before connecting to the MSD Network. Lost, stolen, or damaged devices are not the responsibility of the Maryville R-II School District.

I have read the Maryville R-II School District Acceptable Use Agreement and understand its intent. I agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time, and that they become a part of this agreement. I understand that Internet usage will be monitored at all times. Should I break this agreement, I understand that I may lose all computer/Internet privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits.

Signature of Staff Member _____

Name of Staff Member _____
<p align="center">Please Print</p>

Date_____