

ACS Faculty and Staff Responsible Use of Technology and Internet Safety Agreement

Location: _____

Employee Name (please print): _____

I understand that ACS network access and use of ACS technology is a privilege. As such, I agree by my signature below to abide by all such policies and procedures as adopted by Asheville City Schools as specified in the **Asheville City Schools Acceptable Use of Technology and Internet Safety Policy Code 3225 and Procedure 3225-P** in addition to the following:

1. I understand that intentionally or negligently disseminating or distributing personally identifiable student information in violation of FERPA (the Family Educational Rights and Privacy Act of 1974, as amended) will be subject to restriction/suspension of my network privileges and further disciplinary action.
2. Asheville City Schools has the right to review any material stored on any system (including voicemail) provided by the school system and to edit and remove any material. I hereby waive any right which I may otherwise have in and to such material. District and school administrators may access all communications and data, including those stored by outside entities for services provided by Asheville City Schools for usage by school faculty, staff, and students.
3. In consideration for using the ACS Network and having access to public networks, I hereby relieve Asheville City Schools and its officers, employees, and agents from any claims and damages arising from my use of or my inability to use the ACS Network. I understand that it is my personal responsibility to make backup copies of files that are important to my job.
4. I understand that any violation of the **Asheville City Schools Acceptable Use of Technology and Internet Safety Policy and Procedure** is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.
5. I understand that I am responsible for all activity performed under my ACS Network account and ensure that my account information will be secured.
6. I understand that Network access is intended for educational purposes. I recognize it is impossible for Asheville City Schools to restrict access to all controversial materials, and I will not hold Asheville City Schools responsible for materials accessed on the network.
7. I also understand it is my responsibility to ensure that students under my charge have a signed **ACS Responsible Use of Technology and Internet Safety Agreement** on file before I allow student access to the internet and other network resources; and that I teacher, model and reinforce responsible use of technology and online safety practices when working with students.
8. I understand and welcome the opportunity to communicate with the educational community via email and understand that as part of my employment I may have my full name, picture, and ACS Network email address posted on publications including district websites. I understand that my voice, name, and image may be included in school or district publications including web pages, presentations, productions, press releases, and print media. I understand that my full name may be included with my image.
9. I further certify that the information I provide on this form is correct.

Requests for exceptions to this agreement may be submitted in writing to school principals for review.

Employee's Signature

____/____/_____
Date

Signed copy will be placed in Personnel File.

It is your responsibility to notify Asheville City Schools in writing of any relevant changes to this agreement.