
VOLUNTEER TECHNOLOGY USER AGREEMENT

I have read the Burbank Unified School District Board Policy 4040: All Personnel – Employee Use of Technology and Access to Internet and On-Line Sites and Accompanying Administrative Regulations and understand its provisions. I accept responsibility for the appropriate use of the district computer resources, which include all computer systems, Internet and intranet web sites or other data processing equipment owned by the district, as well as remote computers, or computer systems when used to access the district computer resources, as outlined in Board Policy 4040 and Administrative Regulations. I understand that use of the district computer resources in violation of Board Policy 4040 and Administrative Regulations may result in the cancellation or restriction of user privileges subject to and consistent with the terms and conditions of Board Policy 4040. I agree to report any use which is in violation of Board Policy 4040 and Administrative Regulations to the appropriate system administrator, Director of Student Services, or employee supervisor, as indicated in Board Policy 4040 and Administrative Regulations.

Volunteer's Name (Print)

Site

Volunteer's Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT

Technology Use Policy

Technology use has become a critical component of every job in fulfilling our responsibilities and duties. Our District website has expanded immensely this past year and provides a wide range of information to our employees and the public. All employees are advised to be familiar with Employee Technology Use Policy, Board Policy 4040.

Employee Technology Use Policy (BP 4040)

The Board of Education recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources only for purposes related to their employment. Such use is a privilege and is not a right of any person, which may be revoked at any time. All other uses of the District computing and network resources are strictly prohibited. As a condition of using the District's computing and network resources, every user shall read and sign the appropriate Acceptable Use of Technology agreement provided by the District. Any user who does not sign and Acceptable Use of Technology agreement shall not be permitted to use the District's computer and network resources.

The District's computer resources, files, and all users' accounts are the property of the District. There is no right to privacy in the use of these resources or users' accounts, and the District reserves the right to monitor and access information on these systems and in users' accounts for determining whether any violations have occurred. Users are only authorized to use computer resources and information to which they have been given specific permission to access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator, or supervisor, and shall immediately exit that portion of the system.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have systems access.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.