

# TECHNOLOGY USER RIGHTS AND RESPONSIBILITIES

For the Molalla River School District No. 35

This Technology User Agreement (“Agreement”) is between \_\_\_\_\_, (“User”) and the Molalla River School District No. 35 (“Owner”), and is subject to the terms and conditions below.

## I. TERMS AND CONDITIONS

- A. TITLE.** The Molalla River School District No. 35 (“Owner” or “MRSD”) holds the rights to possess and transfer custody of the laptop computer and its installed software during the Term of this Agreement to an employee of the MRSD or the above-identified User.
- B. CUSTODY.** The above-identified User is a licensee with rights to utilize the MRSD’s laptop computer, contingent upon all other terms and conditions stated herein.
- C. MRSD provides hardware, software, internet access and other electronic tools to enhance learning and teaching. Simply stated users are encouraged to be guided by the following when using these tools:**
- Do what’s best for students.
  - Continue to learn and grow.
  - Respect and care about each other.

This Agreement is intended to provide guidance in the use of technology in a manner that meets legal requirements, adheres to Board Policy, provides safe use and secures confidential information.

**D. RELATED LAWS AND BOARD POLICIES**

**Federal Laws**

CIPA – The Children’s Internet Protection Act is a federal law enacted by congress in December 2000 to address concerns about access to offensive contact over the Internet on school and library computers.

FERPA – Family education Rights and Privacy Act – A federal law that protects the privacy of student education records.

HIPAA – Health Insurance Portability and Accountability Act of 1996 – A federal law to establish national standards for electronic health care transactions. It also addressed the security and privacy of health data.

**State Laws**

The use of technology will conform to the ethical standards established for educators, see Oregon Administrative Rules, Chapter 584, Div. 020 – *The Ethical Educator*. In addition ORS 244.040 prohibits the use to obtain personal gain and ORS 260.432 Campaign Finance restricts the political activities of public employees during work hours which would include the use of MRSD technology.

**MRSD Board Policies**

GENERAL Use Prohibitions/Guidelines/Etiquette as per the Electronics Communications Policy IIBGA-AR <http://policy.osba.org/mriver/IIBGA%20R%20G1.PDF>

**Authorized Use of District Equipment and Materials**

**KGF**[http://policy.osba.org/mriver/KL/KGF\\_EDC%20D1.PDF](http://policy.osba.org/mriver/KL/KGF_EDC%20D1.PDF)

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**Staff Ethics GBC** <http://policy.osba.org/mriver/G/GBC%20G1.PDF>

System users will:

- 1) Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervisor approval only;
- 2) Report security problems to you supervisor;
- 3) Exercise professional judgement in the use of all technology and limit personal use so as not to interfere with the intended business purposes of this technology. The district makes no guarantee to privacy. E-mail generated on the district's system shall be considered public record.

### **E. GUIDELINES FOR PROPER CARE.**

Eating or drinking near the laptop is strongly discouraged (a spill-proof lid would be acceptable);

Do not:

- leave the laptop exposed to direct sunlight;
  - drop the laptop or allow it to fall;
  - attempt to repair a damaged or malfunctioning laptop, report damage to supervisor ASAP;
  - attempt to upgrade the computer or software
  - load any software programs – instead enter a ticket in the technology support system.
  - allow children to play on the laptop or load games as this is a professional tool
  - leave the laptop unattended;
  - leave the laptop in any unlocked home, office, classroom or car; (be aware of extreme temperatures when leaving the device in a locked car)
  - leave the A/C adapter behind when moving the laptop
- ✓ Give care appropriate for any electrical device
  - ✓ Unplug the laptop during electrical storms
  - ✓ Save all content to Google Drive or other network drives. Documents saved on this machine are not backed up.

### **F. SANCTIONS FOR VIOLATIONS.** Violators of the Conditions of Use will be subject to disciplinary action in accordance with District Policy.

- 1) Staff who violate the above laws and Board Policies and other guidelines in this agreement shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
- 2) Violations of law will be reported to law enforcement officials.

### **G. PRIVACY.** The User has no right of privacy as to any information or file maintained in or on the MRSD's property or transmitted or stored on the MRSD 's laptop computer. All Users must safeguard the MRSD's confidential information from disclosure, in compliance with District policy.

### **H. MAINTENANCE AND REPAIR.** The User shall keep the laptop and all software in good working order and condition. If repairs are necessary, the laptop and software shall only be repaired by the MRSD Technology Department, or another entity designated and approved by the MRSD Technology Department.

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- I.** STOLEN, MISSING or DAMAGED LAPTOP. Any laptop, related equipment or software that is discovered to be stolen, missing or damaged must be reported within 24 hours to the MRSD

Technology Department. If the theft, loss or damage occurred off MRSD property and criminal activity is suspected, then a report must be made to the nearest law enforcement agency. A copy of a police report must be delivered to the MRSD Business Office 24 hours after the receipt of the report by the User. If the theft, loss or damage occurred on MRSD property, then the report must be made to the MRSD Technology Department.

- J.** RETURN POLICY. Upon termination, the User shall return the computer, all related equipment and all software to MRSD. The responsible supervisor shall promptly check in all equipment.

I have reviewed the above-stated terms. These terms have been explained and I have had an opportunity to ask questions.

\_\_\_\_\_  
Signature of User

Date \_\_\_\_\_

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Equipment Assignment

Employee Name: \_\_\_\_\_

| EQUIPMENT ASSIGNED<br>List all devices such as<br>laptop/iPad/Chromebook/iTouch, etc. |                          | EQUIPMENT RETURNED<br>List all devices such as<br>laptop/iPad/Chromebook/iTouch, etc. |                          |
|---|--------------------------|---|--------------------------|
| Device Type &<br>Brand (i.e.<br>Dell/Mac)   | Serial # and Asset Tag # | Device Type &<br>Brand (i.e.<br>Dell/Mac)   | Serial # and Asset Tag # |
|   |                          |   |                          |
|   |                          |   |                          |
|   |                          |   |                          |
|   |                          |   |                          |
|   |                          |   |                          |
|   |                          |   |                          |

By signing the below, I recognize I am responsible for providing proper care for the laptop according to the guidelines outlined in this Agreement. I certify that the equipment indicated above was assigned as indicated and hereby agree to abide by the terms and conditions of this Agreement. I understand that I am assuming financial responsibility for the repair or replacement of the laptop if I am found, through due process, to have violated the expectations listed (pages 1-3) in this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*This document will be kept on file in the Human Resources Office of Molalla River School District 35.*