



## Staff User Agreement for District Computers, Mobile Devices, Network, Email, and the Internet

The purpose of providing District staff members with access to District computers, mobile devices, network, email and the Internet is to establish an efficient method for communication and to provide access to important job relevant information that is available through the Internet. Access is a privilege, not a right.

As a user of Salem-Keizer computers, mobile devices, network, email and the Internet , I hereby agree to comply with the following:

- To read and comply with Administrative Policy HUM-A003 (Staff Use of Computers, Mobile Devices, Network, Email and the Internet).
- To accept full liability for transmissions sent and information requested through email and over the Internet under my user account access.
- To not use District equipment for personal or financial gain or for any illegal purpose.
- To maintain appropriate professional boundaries when communicating with students (QAM PAP-W006).

I have received, or participated in mandatory training on, Administrative Policy HUM-A003 (Staff Use of Computers, Mobile Devices, Network, Email, and Internet Connections) and agree to abide by that policy and training.

Additionally, I agree to comply with Administrative Policy TIS-A002 if I choose to use my personal laptop or mobile devices for District business.

I understand that a violation of this agreement or any of the policies listed may lead to legal action and/or disciplinary action including loss of access and dismissal.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ School/Dept: \_\_\_\_\_