

**EMPLOYEE USER AGREEMENT FOR PARTICIPATION IN THE
SCHOOL WEBSITE MANAGEMENT SYSTEM**

Acceptable use: As an employee of the Agawam Public Schools, I understand that the use of an assigned website account must be in support of education, business, and research as well as within the educational and professional goals, roles, responsibilities, and objectives of the Agawam Public Schools. Each user is responsible for this provision when using the district's electronic information resources.

Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to the following:

- Copyrighted material
- Threatening or obscene material
- Material protected by trade secrets
- The design or detailed information pertaining to explosive devices
- Criminal activities or terrorist acts
- Sexism or sexual harassment
- Pornography
- Gambling
- Illegal solicitation
- Racism
- Inappropriate language
- Use of product advertisement or political lobbying

Violation of the aforementioned may result in disciplinary action.

Any employee who "publishes" on the internet must abide by the approved publishing procedures and district guidelines. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations, and policies of the Agawam Public Schools are prohibited. It is also prohibited to reveal personal information such as home address, phone numbers, password, credit card numbers, or social security number. This restriction applies to information about students, teachers, and all other staff.

Security: Security on any computer system is a high priority because of multiple users. Do not use another individual's account or share your account information with anyone for any reason. Any security concern must be reported to the principal or IT Administrator immediately.

Service Disclaimer: The Agawam Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Agawam Public Schools will not be responsible for any damages the employee may suffer while on this system. These damages may include, but are not limited to, the following:

- Loss of data as a result of delays
- Non-deliveries
- Service interruptions caused by the system
- Service interruptions caused by employee error or omission.

Use of any information obtained via the information system is at the employee's own risk. Agawam Public Schools specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

User Signature: _____ Date: _____