

EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

The Payson Unified School District (PUSD) may provide Electronic Information Services (EIS) to qualified students and employees of PUSD. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District's EIS and may be subject to disciplinary action in accordance with established PUSD disciplinary policy. When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational or employment objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any harassing, defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers, district or personal email addresses or personally identifiable data unless authorized to do so by designated school or district authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school or district employed persons.
- F. Not use the network in any way that would degrade or disrupt the PUSD network, use of the network or cause a security risk.
- G. Not use the EIS for commercial purposes.

H. Follow the District's code of conduct.

I. Not attempt to harm, modify, add/or destroy software or hardware, interfere with system security, nor attempt to gain access to the PUSD network, devices or data beyond those authorized All software used by users must have a valid license.

J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students or termination for employees.

K. Not impersonate any person, organization, business or other entity.

L. Not disclose Board or District trade secrets, or confidential or proprietary information, including student or employee record information, without authorization or without proper security measures.

In addition, acceptable use for District employees is extended to include requirements to:

A. Maintain supervision of students using the EIS.

B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.

C. Take responsibility for assigned personal and District accounts, including password protection.

D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

E. Agree to comply with the Social Media Accounts Practices and Procedures affiliated with Payson Unified School District

Intellectual Property. District employees conducting the duties of their employment engage in work that results in the creation of intellectual property. The District owns all intellectual property created by District employees working within the scope of his or her employment duties under the work for hire provisions of the Copyright Act. The Board's ownership of such intellectual property remains in effect after the employees' employment relationship with the Board has ceased.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

A. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.

B. *Respect privacy.* I will not reveal any home addresses, personal phone numbers, district or personal email addresses or personally identifiable information.

C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

D. *Observe the following considerations:*

1. Be brief.
2. Strive to use correct spelling and make messages easy to understand.
3. Use short and descriptive titles for articles.
4. Post only to known groups or persons.

Services

This agreement remains in effect while the user has PUSD credentials or access to PUSD electronic information services. The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Payson Unified School District No. 10

Social Media Accounts Practices and Procedures for Clubs, Groups, Sports Teams, etc. affiliated with Payson Unified School District No. 10

Social Media Practices and Procedures – Facebook, Instagram, Twitter, etc.

The purpose of Payson Unified School District's (PUSD) social media accounts are to increase communication between school and home, and provide the community with pertinent news and information regarding our students, academics, activities, and sporting events. Our goal is to support you in sharing information, update the community on your events and programs, and showcase the achievements of your students and our school community. In an effort to maintain consistency across the district, we ask that you use the following guidelines when operating/opening a Social Media page or account for your group.

Individual School, Sports & Club Accounts:

- Before creating an account or page, please check with the Technology Department to see if there is an existing account or page
- Accounts should be assigned to a minimum of two managers/system administrators.
 - The first administrator should be the primary person setting up the page.
 - The second administrator should be the District's Tech Department generic administrator account, Payson Schools, set to an admin role. Payson Schools will primarily be there as a backup in case there are problems with the primary administrator getting locked out of the account or losing access. They may also help share and post pictures or upcoming event info onto the District Social Media page.
- Account admins must be employed by PUSD No. 10 or should report to an employee.
- The account admin (teacher/coach/club sponsor) is responsible for the account, even if the students administer it, and must have access to the account credentials (login information).
- Usernames and password will not be shared.
- Accounts need to have a pinned opening post with guidelines and purpose for your specific page. (*Ex. Listed Below*)
 - *This is a page for JRE School Grades 3-5 in Payson, AZ. Members of this page can be parents, guardians, JRE students, Teachers, and Administration. You can post any information or questions pertinent to JRE and Payson School District. Opinions, ideas, and questions are welcomed as long as they are kept clean and respectful. We are not able to advertise for any local activities or events that are not sponsored by PUSD. Thanks.*