

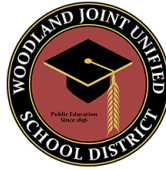
WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

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www.wjUSD.org

Technology Services Department

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Staff and Non-Employee Technology Use Agreement

We are pleased to offer staff and authorized non-employees with access to the District's technology equipment, systems, network resources, and internet services to support student learning and district operations. Non-employee include contractors, consultants, volunteers, interns, temporary personnel, vendors, and other individuals authorized to access District technology or information.

I Agree To:

1. Protect Student and District Information:

- a. Protect student records, personally identifiable information, and other confidential District information from unauthorized access, use, or sharing.
- b. Access only the student records and confidential information that I have permission and need the information to perform my assigned responsibilities.
- c. Not allow students or unauthorized individuals to use my access to restricted District systems.

2. Protect Accounts and Systems:

- a. Keep my passwords and login information secure. I will not share my login information or use another person's account.
- b. Access only the systems, accounts, information, equipment, and areas I have permission to use.
- c. Not bypass security protections, access systems without permission, take advantage of security weaknesses, install harmful software, disrupt systems, or intentionally change or destroy information.
- d. Promptly report suspected security incidents, unauthorized access, compromised accounts, or other security concerns.

3. Use Technology and Social Media Appropriately:

- a. Use District technology professionally, legally, ethically, and only for authorized District purposes.
- b. Follow copyright, software licensing, intellectual property, privacy, confidentiality, and other applicable requirements.
- c. Use District-approved accounts and communication methods for District business. I will maintain professional boundaries with students and will not connect my personal accounts to students' personal accounts.
- d. Obtain District approval before creating or using a social-media account on behalf of the District, a school, or a District program.
- e. Obtain required permission before posting student photographs, videos, work, or personally identifiable information. I will not use student information or images for personal benefit, profit, promotion, or other non-District purposes.
- f. Ensure that my use of personal technology does not interfere with District operations or my assigned responsibilities.

4. Protect District Property:

- a. Properly secure, use, and care for District-issued equipment and accessories.
- b. Promptly report loss, theft, vandalism, or significant damage to the appropriate supervisor or District department.
- c. Return all District equipment, accessories, and other property when requested or when my employment, assignment, contract, or other authorized affiliation with the District ends.

I Acknowledge and Understand That:

- A. District technology, including systems, accounts, equipment, email, files, and network resources, is District property.
- B. My privacy is limited when I use District technology. The District may monitor or access its systems, files, email, and internet activity as allowed by District policy and law.
- C. Electronic records may be disclosed as required by law, including in response to court orders, public records requests, or investigations.
- D. My access is based on my authorized role. The District may change, suspend, or end my access at any time.
- E. My access ends when my employment, assignment, contract, or other authorized relationship with the District ends. Former users, including retirees, may access former accounts or current District systems only with specific authorization from the Superintendent or designee.
- F. The District will preserve or transfer District-related files through approved District processes. Former accounts will not be reactivated to retrieve or transfer personal files.
- G. I may be required to pay for District property that I intentionally damage, use without permission, or lose or damage through gross negligence.
- H. Violating this agreement may result in loss of technology access, disciplinary or administrative action when applicable, financial responsibility when permitted, or other action allowed by District policy or law.

Signature:

- By signing below or completing electronically, I acknowledge that I have read and understand the Staff and Non-Employee Technology Use Agreement, and agree to follow its requirements.

Print Name

Staff / Non-Employee:

Signature

Staff / Non-Employee:

Date: