

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR CARTERET COUNTY PUBLIC SCHOOLS** *Exhibit Code: 3220/7323-E1*

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This agreement establishes the minimum requirements and standards pertaining to the use of information technology systems for Carteret County Public Schools. Information technology systems include, but are not limited to, hardware devices such as desktop and laptop computers and software applications such as Novell, GroupWise, and NC WISE. Standards for the acceptable use of Carteret County Public Schools' information technology systems are stipulated in this written agreement, which is to be signed by each eligible employee prior to use. Enforcement of this agreement is the responsibility of the superintendent or his/her designee.

As an employee of Carteret County Public Schools who is given access to information technology systems, I acknowledge it is my responsibility to protect school system assets and information by adhering to the following standards:

1. If given access to NC WISE, I will establish a unique password used only for NC WISE that is at least eight (8) characters in length, begins with a letter, and contains at least two (2) numbers. This password will not be a dictionary word or an abbreviation.
2. I will establish a unique Novell password that is at least eight (8) characters in length, begins with a letter, and contains at least two (2) numbers. This password will not be a dictionary word or an abbreviation and will not be the same password that I use to access NC WISE.
3. I will not share my passwords with anyone, and any personal record of my passwords will be fully secured from outside access.
4. I will avoid the use of key loggers or similar devices on any computer or workstation used for information access. Such devices can be used to record passwords entered on the computer.
5. I will ensure that any browser used for information access will be configured so as not to store passwords.
6. I will exit the information technology system before leaving my computer unattended.
7. I will not permit unauthorized user access to information.
8. I will only access NC WISE through a computer maintained or supported by Carteret County Public Schools.
9. I will only use software on school computers that is approved and supported by Carteret County Schools technical support personnel.
10. If the computer I use is shared, I will first log off of NC WISE and Novell before allowing others to access the computer.

11. I will not allow persons who are not employed by Carteret County Schools to use the computer that I am assigned.
12. I will take appropriate measures to avoid risk of theft and/or damage to the computer that I am issued.
13. I will take appropriate measures to avoid risk of theft and/or loss of external storage devices that contain confidential information, such as “flash” drives, memory sticks, thumb drives, compact disks, and floppy disks.

I have read, understand and will abide by the Technology Acceptable Use Agreement for Carteret County Schools. I understand any violation of this policy is unethical and may constitute a criminal offense. Failure to sign this document will result in my not being allowed access to information technology systems, which constitutes not being able to fulfill my job responsibilities.

Print Name Here: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Home Base Location/School Assigned: \_\_\_\_\_

Make 3 copies of this document. A copy is to be:

- sent to the NC WISE school system coordinator
- kept on file at the school with the instructional technology facilitator
- maintained in the employee’s personnel file