

## Technology Acceptable Use (Staff)

### Staff Endorsement (Required at hiring and whenever this AP is revised)

I have read and understood the importance and contents of Administrative Procedure 140 - Technology Acceptable Use Policy. I accept the expectations and responsibilities associated with the proper care, handling and use of Westwind technology resources as defined. I understand that this agreement pertains to all Westwind computers, mobile devices and any other electronic communication device allowed to be on or access the Westwind wireless and guest networks, including personally owned devices. Furthermore, I understand that intentional disregard for this or any other WWSD Board Policy or Administrative Procedure could adversely affect future employment with the division, as well as possible disciplinary, legal, and/or monetary consequences. I also agree to abide by the guidelines outlined in Administrative Procedure 146 - Responsible Use of Social Media and Administrative Procedure 492 - Adult Interactions with Students.

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

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Date**

This form is to be kept on file in the Principal's Office and a copy forwarded to Central Office for the employee's Personnel File.

**Note:** It is strongly recommended that all employees, provided with portable electronic devices, participate in the divisional "self-insurance" program (payroll deduction - \$4/month). Failure to enroll, may result in personal liability for damages or loss that occurs when the device is taken from the workplace.