

**SAN JUAN BOCES TECHNOLOGY AGREEMENT**

Technology items provided by San Juan BOCES for your use are provided at taxpayer expense for the purpose of performing your job and serving students. Please demonstrate professional and appropriate use of these technologies.

**SMARTPHONE**  
**Terms and Conditions**

1. Any smartphone paid for by San Juan BOCES is the property of San Juan BOCES and must be returned immediately upon request. Any smartphone that has been paid for by the employee is the property of the employee.
2. All non-business calls that incur roaming charges and/or excess usage charges must be reimbursed within 30 days.
3. Itinerant employees (and others at the direction of the Executive Director) are required to have smartphones to perform their job functions. Lost or damaged devices will be replaced at the employee’s expense. SJBOCES does not pay for hardware insurance, but employees may obtain their own insurance at their own expense. Any insurance obtained may not be added to SJBOCES’ Verizon account.
4. Employees may not add features to a device that add charges to SJBOCES’ Verizon account, and may not “jailbreak” or “root” any device linked to SJBOCES’ Verizon Account.
5. Employees are required to use a passcode to limit access to the device.
6. Employees are responsible for making and retaining backups of any customizations they do the device, including but not limited to downloaded applications, ring tones, themes, etc. This applies to photos stored on the device.
7. Applications downloaded by the employee that result in damage to other programs, introduce viruses or spyware, or otherwise cause problems to the normal function of the smart phone will result in a labor and/or repair charge to the employee to diagnose and fix the problem. Applications downloaded that incur charges will be reimbursed by the employee within 30 days.
8. Excessive personal calls using the smartphone may result in personal-use charges to the employee.
9. The dangers of using a handheld device while driving are considerable. You may not use a mobile device (personal or SJBOCES-issued) while driving a San Juan BOCES vehicle. This applies to phone calls, texting, calendar, contacts, internet use, etc. The only exception to this policy is the use of your phone in an emergency. If you need to use your phone for any reason in a non-emergency situation while driving a San Juan BOCES vehicle, you must pull off the road in a safe location to do so. You are strongly encouraged to follow the same protocol in your personal vehicle, as well.

**LAPTOP/PRINTER/PROJECTOR**  
**Terms and Conditions**

1. All laptops, printers, and projectors are the property of SJBOCES and must be returned immediately upon request.
2. The laptop, printer, and projector are to be used primarily for San Juan BOCES-related purposes. Prudent personal use is acceptable, per the Acceptable Use of Technology Policy on the reverse side.
3. Applications downloaded by the employee that result in damage to other programs, introduce viruses or spyware, or otherwise cause problems to the normal function of the computer will result in a labor and/or repair charge to the employee to diagnose and fix the problem.
4. Lost or damaged laptops, printers, or projectors will be replaced/repaired at the employee’s expense.
5. Each employee is responsible for backing up documents from his/her laptop on a regular basis and safeguarding that information. Assume that your data could be lost or corrupted at any time, and take appropriate precautions.
6. Employees are required to use the lock feature on their laptops that prompts for a password to log on to the computer.

I have read and agree to abide by the Terms and Conditions above and the Acceptable Use Policy on the back.

Laptop #	Printer #	Projector #	Assigned Phone #
Employee Name		Date checked out to employee	
Employee Signature		Date turned back in to BOCES	

## **ACCEPTABLE USE OF TECHNOLOGY POLICY**

San Juan BOCES offers the use of technologies for staff use only. The term "SJBOCES Technologies" shall refer to laptop or desktop computers, printers, smartphones, VOIP phones, network access, internet access, website, and any other technologies provided by the organization. This document contains the Acceptable Use Policy for governing the use of these technologies.

### **Educational Purpose**

1. The primary purpose of SJBOCES Technologies is to meet the mission, goals, and objectives of the organization. These technologies are not provided for personal use.
2. SJBOCES has the right to place reasonable restrictions on the material user's access or post through the use of these technologies.
3. SJBOCES employees are required to follow any network or security requirements of the school districts they work in.
4. The user may not use the SJBOCES Technologies for commercial purposes. This means the user may not offer, provide, or sell products or services through the SJBOCES network.
5. The staff must annually sign an Agreement in order to receive access to SJBOCES Technologies.
6. There is NO assumption of privacy for the users of SJBOCES Technologies. Actions may be monitored at any time.

### **Unacceptable Uses**

The following uses of SJBOCES Technologies are **unacceptable**:

1. The user will promptly disclose any inappropriate message received.
2. The user will not attempt to gain unauthorized access to the SJBOCES network or to any other district of non-district computer system through the SJBOCES network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.
3. The user will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
4. The user will not use the SJBOCES Technologies to engage in any illegal activities.
5. Restrictions against inappropriate language apply to public messages, private messages, saved work, and material posted on the servers.
6. The user will not engage in personal attacks, including prejudicial or discriminatory.
7. The user will not use SJBOCES Technologies to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.

### **Your Rights**

1. The user should have NO expectation of privacy in the contents of personal files stored on the SJBOCES network, email accounts, smartphones, or elsewhere under the banner of SJBOCES Technologies.

### **Limits of Liability**

1. San Juan BOCES makes no guarantee that the functions or the services provided by or through SJBOCES Technologies will be error-free or without defect. SJBOCES will not be responsible for any damage that you may suffer, including but not limited to, loss of data or interruptions of service.
2. San Juan BOCES is not responsible for the accuracy or quality of the information obtained through or stored on the SJBOCES network.
3. SJBOCES will not be responsible for financial obligations arising through the unauthorized use of SJBOCES Technologies.