

Exhibit: Staff Use of the Internet and Electronic Communications Annual Acceptable Use Agreement

I have read, understand and will abide by the School District's policy on Staff Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to Mapleton Public Schools computers or computer system, including use of the Internet and electronic communications, social media and websites, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I will:

- Provide my School Director with all account administrative access/rights to all websites and social media sites created for classroom/school use;
- Revise content on classroom/school websites or social media sites as directed by my supervisor or School Director;
- Consult my School Director or District Communications before posting comments of a sensitive nature;
- Use only approved District Logos, Templates, Skins and design elements;
- Update end-users on trends and provide positive perspectives on my expertise areas;
- Remain continually aware that all content posted is public domain; therefore:
 - News media can use any comments or content posted;
 - Encourage positive feedback, but realize I cannot control what others post;
- Ensure content adheres to District privacy, FERPA, copyright and legal guidelines;
- Use proper grammar, proof and edit all content before posting; and
- Refer all media-related requests to District Communications immediately.

I will not post:

- Any content that will harm the reputation of Mapleton Public Schools, its employees or students;
- Personal comments on District legal matters or posts on controversial subjects;
- False or speculative information or offensive remarks.

I hereby release the District from all costs, claims, damages or losses resulting from my use of District computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.



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Your signature on this Acceptable Use Agreement is binding and indicates you have read Mapleton Public Schools' policy on Staff Use of the Internet and Electronic Communications and understand its significance.

Staff member's name (printed)

Staff member's signature

Date

Adopted December 11, 2012.