

**Richmond School District Policy Statement
Staff Use of Information Technology
and Communication Resources**

Policy #: 522.7

Administrative Procedures

Acceptable Use Policy Agreement - Staff

I have read the above rules for acceptable use of information technology and communication resources. I understand the rules and agree to comply with the Acceptable Use Policy and Agreement. Should I violate rules, I understand that I may be disciplined, up to and including suspension without pay or discharge.

Employee Name (Printed)

Date

Employee Signature

Date

Position (Please circle as many as may apply):

Teacher

Student Teacher

Food Service

Secretary

Teacher Aide

Custodian

School Board

Substitute

Administrator

Other – please specify

A signed copy of this document must be submitted to the District Administrator on an annual basis.