

## **Special Services Cooperative Technology Usage Agreement**

As an employee, agent, or representative of Special Services Cooperative one agrees to abide by and is bound by law to the policies and procedures outlined in this Technology Usage Agreement.

- I understand that access to confidential, restricted, or inappropriate classroom and/or workplace material is strictly prohibited.
- I understand that in the event that an employee resigns or is terminated from the CoOp, it may be necessary to retain e-mail correspondence for use by future individuals who will be placed in the vacant position.
- I understand that the CoOp owns all computers, peripheral and network equipment, and servers (including any donated equipment). The CoOp reserves the right to monitor the use and content of all this technological equipment.
- I understand that my use of CoOp technology is NOT private and that the CoOp may monitor my use of CoOp technology. This may include, but not be limited to, the following: accessing web browser logs, email logs, history information, and overall network/internet usage.
- I consent to CoOp interception of or access to all communications I send, receive, or store using the CoOp's technology resources, pursuant to state and federal law.
- I understand that for no reason should any computer software program be installed on any CoOp owned computer equipment without the consent of the Technology Coordinator. The CoOp reserves the right to remove any unauthorized software program from CoOp owned computer equipment at any time.
- I understand and agree to abide by the Copyright Laws of the United States of America in regards to licensed software used on any CoOp owned technology equipment.
- I accept full responsibility and liability for the results of my actions with regards to the use of any CoOp technology resources.
- I understand that inappropriate or illegal use of technology equipment and facilities could result in both civil and criminal lawsuits.
- I understand that I may be held financially liable for any costs or damages incurred by the CoOp related to my inappropriate use of CoOp technology resources.
- I understand that inappropriate behavior and violations of these policies and regulations may result in disciplinary action taken against me that may include, but not be limited to, suspension or revocation of my access to CoOp technology, termination of employment, and other legal action.

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Signature of Employee

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Printed Name of Employee

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Date