



# EMPLOYEE TECHNOLOGY USE AGREEMENT

Bonneville Academy recognizes the importance of secure, ethical, and educationally appropriate use of its technology resources. This agreement outlines the terms under which employees are granted access to school equipment, networks, and data systems. It is intended to ensure compliance with applicable state and federal regulations including USBE Rule R277-487, FERPA, and Utah Code §53E-9-302.

## Purpose and Scope

This policy governs the acceptable use of school-owned devices, internet access, data systems, and software platforms by Bonneville Academy employees. All employees must sign this agreement annually as a condition of employment.

## Authorization and Access

Employees are authorized to use Bonneville Academy technology resources only for:

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- Educational and instructional purposes
- Professional communication and development
- Administrative and operational tasks

All technology access must be used in accordance with the general acceptable use guidelines established by the school.

## Student Data Privacy and FERPA Compliance

All employees are required to:

- Protect student educational records as defined under FERPA
- Prevent unauthorized disclosure of personally identifiable information (PII)
- Secure portable storage devices (e.g., laptops, flash drives)
- Obtain proper authorization before accessing or sharing student data





## Cybersecurity and System Security

Employees must:

- Keep passwords confidential and never share credentials
- Lock workstations when unattended
- Report suspected data breaches, phishing, or security threats
- Refrain from bypassing network security or accessing unauthorized files

Students and family members are not permitted to use staff-assigned devices.

## Acceptable Use and Restrictions

The following activities are strictly prohibited:

- Accessing or distributing obscene, profane, violent, or illegal content
- Using technology to harass, threaten, or defame others
- Participating in or enabling system damage, tampering, or malware spread
- Violating software licensing or copyright laws

Employees have no expectation of privacy when using school technology.

## Digital Citizenship and Required Training

All employees must complete annual training on:

- FERPA and student data protection
- Digital citizenship and responsible technology use
- Cybersecurity awareness and data breach protocols

## Assumption of Risk and Limitation of Liability

Bonneville Academy makes no warranties for the reliability of internet-based services or the accuracy of online content. The school is not responsible for loss of data or damages arising from technology use.

## Enforcement and Due Process

Employees suspected of violating this agreement will:

- Receive notice of the alleged violation
- Be given an opportunity to respond or provide explanation
- Be subject to disciplinary action in accordance with the Employee Handbook





Deliberate or malicious violations, including accessing pornographic content or disclosing protected student data, may result in immediate termination.

**Legal References**

- USBE Rule R277-487: Data Governance and Privacy
- FERPA: Family Educational Rights and Privacy Act (20 U.S.C. §1232g)
- Utah Code §53E-9-302: Student Data Protection

**Employee Acknowledgment**

I have read and understand the Employee Technology Use Agreement. I agree to comply with all terms set forth above. I understand that violations may result in disciplinary action, up to and including termination.

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

Grade/Subject/Department: \_\_\_\_\_

School/Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the Board of Directors on: \_\_\_\_\_

Signature: \_\_\_\_\_

Chair, Bonneville Academy Board of Directors

