



EMPLOYEE ELECTRONIC MEDIA ACCEPTABLE USE AGREEMENT

This Electronic Media and Acceptable Use Agreement (“Agreement”) reflects Golden Valley Charter Schools’ (“GVCS”) Electronic Media Policy (“Policy”), which is hereby incorporated into the Agreement by reference. The Policy and Agreement apply to all GVCS employees, independent contractors, volunteers, interns, and School Leadership (who shall hereafter be referred to as “GVCS Representatives”). For the purposes of this Agreement, “School Leadership” includes, but is not limited to: members of the Board of Trustees, Golden Valley Educational Foundation Board (“GVEF”) members, and Parent Circle (“PC”) Officers and Representatives. This Agreement pertains to all Kindergarten, Grades, Educational Support, and Specialty classes at GVCS. All GVCS Representatives are expected to have read and to comply with the Agreement and Policy at all times.

For purposes of this Agreement, Electronic Media (“EM”) refers to: Social Media (Facebook, Twitter, LinkedIn, etc.), internet research, cell phones, electronic mail (email), blogs, photo and video sharing, You Tube, podcasts, Wikis, PowerPoint presentations, digital movies, Instant Messaging and any other new digital technologies that are accessible in the public domain.

By signing below, the GVCS Representative agrees to the following:

- 1. Personal and Professional Boundaries When Using EM:** All GVCS Representatives are expected to comply with the terms regarding communication with students, appropriate internet use and identifying information consistent with the Policy.
- 2. Classroom/Campus/School Business:** Employees responsible for supervising students are expected to supervise and monitor student electronic use and must comply with the standards identified in the Policy.
- 3. Confidentiality:** All GVCS Representatives are prohibited from posting confidential information concerning a student, employee, parent, in-process policies and guidelines, “closed session” items, or other proprietary information.
- 4. Posting Photos/Videos:** All GVCS Representatives must have parent/guardian permission to post student photos or videos on any electronic media and may never post a student’s name on published photos.
- 5. Email:** If someone is a parent as well as an employee, they may not use their GVCS email for communications as a parent.



6. Email Regulations: All Employees and School Leadership must use proper email behavior at all times and must not engage in cyberbullying, using offensive language or expressions, spamming/phishing, or using slanderous language.

Further, GVCS Representatives are prohibited from using email to discriminate, harass, or retaliate against any individual due to that individual’s race, color, gender (including gender identity and gender expression), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), religious creed (including religious dress and grooming practices), marital/registered domestic partner status, age, national origin or ancestry (including native language spoken), physical or mental disability (including HIV and AIDS), medical condition (including cancer and genetic characteristics), taking a leave of absence authorized by law, genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws

Disciplinary Actions: Any GVCS Representative found to have violated this Agreement and/or the Policy may have their right to use EM rescinded. Further, any employee found to have violated this Agreement and/or Policy may face disciplinary action up to and including release from at-will employment.

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By signing below, I acknowledge and agree that I have read, understand and will abide by the Policy and this Agreement. I understand that Golden Valley Charter Schools ‘policies, procedures, rules, and regulations which apply to students also apply to me as an adult user of Golden Valley Charter School’s technology, in addition to any separate policies governing employee use of technology.

Signature: _____

Name (Please Print) _____

Date: _____