



Ventura County Office of Education
**STAFF ACCEPTABLE USE POLICY
and AGREEMENT**

ACKNOWLEDGEMENT

VCOE employees are expected to review, understand, and abide by the Superintendent’s Policy and Administrative Regulation 4040, Employee Use of Technology, and the accompanying procedures provided by the Technology Services Department.

- The employee’s signature on Administrative Regulation 4040, Exhibit A, Staff Acceptable Use Policy and Agreement, is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance.
- All employees must review and sign Administrative Regulation 4040, Exhibit A, Staff Acceptable Use Policy and Agreement, and/or the Employee Annual Notifications and Acknowledgement form annually. Signed Staff Acceptable Use Policies are kept on file at VCOE.
- VCOE supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent.
- Any employee who violates any provision of Superintendent’s Policy 4040 and/or Administrative Regulation 4040 shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

I have read and understand this Acceptable Use Policy and release VCOE and its personnel from any and all claims and damages arising from my use of VCOE technology or from the failure of any technology protection measures employed by VCOE.

Employee Name: _____
(Please Print)

Employee Signature: _____

Date: _____