



YES FOR EARLY SUCCESS COOPERATIVE

Technology Use Agreement

DEFINITIONS:

The Technology Use Agreement outlines the acceptable use, responsibilities, and guidelines for using YES FOR EARLY SUCCESS COOPERATIVE's technology resources, including laptops, desktops, cell phones, internal Google drives, Google Voice, PEX expense cards, and other related tools. This agreement ensures that all technology use aligns with YES FOR EARLY SUCCESS COOPERATIVE's vision, mission, and Liberatory Design principles, fostering transparency, security, and equity in all operations.

1. VISION AND MISSION ALIGNMENT

All staff members, subcontractors, and affiliates of YES FOR EARLY SUCCESS COOPERATIVE are required to utilize technology in a way that aligns with the organization's vision and mission:

- **Vision:**

To create a world where marginalized communities are empowered, children are prepared for kindergarten success, and families are supported in advocating for their child's educational journey. We strive to build sustainable, equitable systems that support high quality early learning experiences for all.

- **Mission:**

To partner with early childhood education programs across Washington State to ensure equitable access to Early Childhood Education and Assistance Program (ECEAP) slots. We work to empower families, bridge the gap between early learning and K-12 education, and provide the tools necessary for kindergarten readiness.

2. LIBERATORY DESIGN PRINCIPLES

YES FOR EARLY SUCCESS COOPERATIVE's commitment to Liberatory Design guides the use of technology in a way that:

- Prioritizes equity and inclusion.
- Empowers staff and communities through transparent, accessible, and ethical use of technology.
- Ensures the protection of intellectual property and sensitive information, particularly in relation to marginalized communities.
- Upholds ethical communication and decision-making processes, leveraging technology to dismantle oppressive systems and practices.



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3. SCOPE OF TECHNOLOGY COVERED

This agreement applies to the use of all technology tools provided by or used for YES FOR EARLY SUCCESS COOPERATIVE business purposes, including:

- **Laptops, Desktops, and Mobile Devices:** Provided by YES or personally owned devices used for YES work.
- **Internal Google Drives:** Shared drives and cloud storage used for storing files, documents, and other work-related materials.
- **Google Voice:** For business-related communication and management of contacts.
- **Cell Phones:** Provided by YES or used for YES-related communications and operations.
- **PEX Expense Cards:** Used for managing approved expenses related to YES operations.
- Any other digital or electronic tools used to perform YES duties.

4. ACCEPTABLE USE OF TECHNOLOGY

YES FOR EARLY SUCCESS COOPERATIVE expects all staff and subcontractors to use technology responsibly and in a manner consistent with the organization's values. Acceptable use includes:

1. Business-Related Purposes:

Technology should primarily be used for work related to YES FOR EARLY SUCCESS operations, including communication with staff, subcontractors, families, and community partners.

2. Confidentiality and Security:

All staff are responsible for maintaining the confidentiality of sensitive information stored on technology platforms, including Google drives and communication systems. Passwords should be secure, and devices should be protected with up-to-date security software.

3. Ethical Communication:

All communications made via YES technology (email, phone, messaging, etc.) should be professional, respectful, and aligned with the Liberatory Design framework, particularly when communicating with or about marginalized communities

4. Collaboration and Transparency:

Technology should be used to foster collaboration among teams, increase transparency, and ensure that all information is accessible and shared equitably across staff, subcontractors, and partners.



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4. Proper Use of PEX Cards:

The PEX expense cards should only be used for authorized business expenses, following YES FOR EARLY SUCCESS's financial guidelines. Receipts and expense reports must be submitted promptly, with transparency in how funds are used.

5. UNACCEPTABLE USE OF TECHNOLOGY

The following actions are considered violations of the Technology Use Agreement:

1. Personal Use That Interferes with Work:

Using technology for personal activities that significantly disrupt or interfere with work responsibilities is prohibited.

2. Unauthorized Access or Sharing of Information:

Staff and subcontractors may not access, use, or share information that they are not authorized to access, including confidential documents, intellectual property, or sensitive data related to YES, its partners, or the communities it serves.

3. Inappropriate or Harmful Content:

Uploading, sharing, or accessing any inappropriate, harmful, or illegal content (including discriminatory, offensive, or violent material) using YES technology is strictly prohibited.

4. Misuse of PEX Cards:

Using PEX expense cards for unauthorized personal expenses or without proper documentation and approvals is a violation of YES policies and will result in corrective action.

6. CONFIDENTIALITY AND DATA PROTECTION

1. Confidentiality of Information:

All staff must protect confidential and proprietary information, especially related to YES's work with marginalized communities. No sensitive data should be shared outside of YES without explicit permission.

2. Secure Handling of Data:

Data stored on Google drives, shared folders, and other platforms must be handled securely, ensuring that only authorized personnel have access. Files must be saved in accordance with YES's document retention policies.



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3. Privacy:

Personal devices used for YES-related work must adhere to the same confidentiality and security standards as YES-provided devices.

7. MONITORING AND COMPLIANCE

YES FOR EARLY SUCCESS COOPERATIVE reserves the right to monitor the use of its technology resources to ensure compliance with this agreement. Monitoring may include reviewing usage logs, auditing access to shared drives, and evaluating communications made through YES platforms.

Staff and subcontractors are expected to comply with all relevant legal, ethical, and organizational guidelines related to the use of technology.

8. REPORTING VIOLATIONS

Any violations of this agreement, including security breaches or misuse of technology, should be reported immediately to the Executive Director, COO, or designated technology officer. Violations will be investigated, and corrective actions may be taken, including revocation of access to technology, termination of employment, or legal action.

9. CONSEQUENCES OF VIOLATING THE TECHNOLOGY USE AGREEMENT

Failure to adhere to the Technology Use Agreement may result in the following actions:

- Revocation of access to YES technology resources.
- Disciplinary actions, including termination of employment or contracts.
- Financial liability for unauthorized use of PEX cards or misuse of funds.
- Legal action if misuse results in damage, theft, or breach of confidentiality.



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10. ACKNOWLEDGMENT AND SIGNATURE

I, _____, acknowledge that I have read, understand, and agree to abide by the Technology Use Agreement for YES FOR EARLY SUCCESS COOPERATIVE. I commit to using the technology provided in a manner that aligns with the vision, mission, and Liberatory Design principles of YES. I understand that failure to comply with this agreement may result in corrective actions.

Signature: _____

Date: _____

This **Technology Use Agreement** ensures that all use of YES FOR EARLY SUCCESS COOPERATIVE's technology resources is aligned with the organization's values and ethical principles.