

Administrator/Faculty/Staff Educational Internet Account Agreement
Oswego City School District, Oswego, New York 13126

Computers, networks and on-line access are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. Your application for an Internet account indicates you will comply with the "Acceptable Use Policy" and regulations which are found on the reverse side of this form (Policy #6410 – Staff Use of Computerized Information Services, Regulation #6410), will be a responsible, efficient and ethical user. Failure to adhere to the policies and guidelines will result in the revocation of use privileges.

Name: _____ Date: _____

Home Phone: _____ School/Work Phone: _____

Home Address: _____

District Building: _____ Title/Grade Level: _____

Please read the following rules and regulations for use of the computer system.
When you have read and understood each rule, please initial each box.

☐

I have read the Oswego Board of Education Policies #6410 and will comply with them and the referenced policies.

☐

I understand that any violation of the "Acceptable Use Policy" will result in loss of access, personal payment for any fees incurred and possible prosecution.

☐

I understand that the use of the Internet as part of an education program is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges.

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I understand that the individual in whose name the account is issued is responsible at all times for its proper use and that I cannot share my password with anyone for any reason.

☐

I understand that only instructional materials approved by the Director of Technology and the District Software Review Committee may be loaded on any District computer or District network.

☐

I understand that I need to get permission to use images or copy information found on the Internet. Copyright laws apply to all information on the internet.

☐

I understand that no personal electronic equipment shall be connected to the OCSD network without written permission from the Director of Technology.

With connections to computers and people all over the world also comes the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the administrator, faculty or staff member to ensure that access to telecommunication networks and computers provided by the educational system is not abused.

Administrator/Faculty/Staff: Complete this box

By placing my signature on this document, I am confirming I have read, understand, and will abide by all of the above and the "Acceptable Use Policy" #6410 and Staff Regulation, which are found on the reverse side of this form.

Signature of Applicant: _____ Date: _____

STAFF AND STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES- POLICY 6410, 7315

The following comprise the rules and regulations relating to the use of the district's computer network system:

Administration

- 1) The Superintendent of Schools shall designate a computer coordinator to oversee the district's computer network.
- 2) The computer coordinator shall monitor and examine all network activities as deemed appropriate to ensure proper use of the system.
- 3) He/she shall disseminate and interpret district policy and regulations governing use of the district's network at the building level with all network users.
- 4) He/she shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including copies of district policy and regulations governing use of district's network.
- 5) He/she shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- 6) All student agreements to abide by district policy and regulations shall be kept on file in the district office.

System Access

The Following individuals may be designated as members with access to the computer network system:

- 1) Middle and secondary students may be granted an account for up to one academic year at a time.
- 2) Teachers may apply for a class and/or individual account.
- 3) Other district employees as deemed necessary.
- 4) Community members as deemed necessary.

Procedures for Proper Use

- 1) The district's computer network shall be for educational purposes consistent with the district's mission and goals.
- 2) The individual in whose name an account is issued is responsible at all times for its proper use.
- 3) Network users will be issued a log-in name and password. Passwords must be changed every 90 days.
- 4) Only those network users with written permission from the designated computer coordinator may access the district's system from off-site (e.g., from home).
- 5) Network users identifying a security problem on the district's system must notify the appropriate teacher, administrator or computer coordinator. Do not demonstrate the problem to anyone.
- 6) Student account information will be maintained in accordance with the applicable education records law and district policy regulations 7240.
- 7) Copyrighted material may not be placed on any computer connected to the district's network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
- 8) Network users may download copyrighted material for their own use. Copyrighted material shall be used in accordance with the fair use doctrine and district policy and regulations 8350.
- 9) Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.
- 10) Only instructional materials approved by the District Computer Coordinator and the District Software Review Committee may be loaded on the District network and machines.

AGREEMENT FOR THE SCHOOL DISTRICT STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

In consideration for the privilege of using the School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policies on staff and student use of computerized information resources and regulations established in connection with those policies. I agree to adhere to the staff policy and the regulations and to any changes or addition later adopted by the District. I also agree to adhere to related policies published in the Staff Handbook. I shall report all student violations of the District's policy on student use of computerized information resources to District officials.

I understand that failure to comply with these policies and accompanying regulations may result in the loss of my access to the DCS and may, in addition, result in the imposition of discipline under the law and/or the applicable collective bargaining agreement. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District.

STAFF USE OF COMPUTERIZED INFORMATION RESOURCES 6410

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and tele-communications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

Privacy Rights

The Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should NOT expect that information stored on the DCS will be private.

Implementation

Administration regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

Prohibitions

The following is a list of prohibited actions concerning the use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- 1) There must be no sharing of passwords without written permission from the teacher/administrator of computer coordinator, as appropriate.
- 2) Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of their system users to send/receive electronic mail. Forgery or attempted forgery of electronic mail messages is prohibited.
- 3) No personal software or disks may be loaded onto the district's computers and/or network without permission of the computer coordinator.
- 4) Attempts by a student to log on to the district's system in the name of another individual, with or without the individual's password, is prohibited.
- 5) System users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- 6) Use of computer access to data and access to secure areas other than for educational purposes is prohibited.
- 7) System users shall not evade, change or exceed resource quotas as set by the administration. A user who continues to violate disk space quotas after seven calendar days of notification may have their file removed by the system coordinator. Such quotas may be exceeded only by requesting to the appropriate administrator or system coordinator, so that disk quotas be increased and stating the need for increase.
- 8) Transmission of material, information or software in violation of any district policy or regulation, local state or federal law or regulation is prohibited.
- 9) Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, including software and related print material, data of another user of the district's system or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading or creating of computer viruses.
- 10) Tampering with or misuse of the computer system or taking any other action inconsistent with this policy and regulation will be viewed as a security violation.

Any user of the District's Computer System (DCS) that accesses another network or other computer resources shall be subject to that network's acceptable use policy.

Sanctions

The computer coordinator will report inappropriate behavior to the staff member's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations or complaints will be routed to the staff member's supervisor for appropriate action. Violations may result in a loss of access to the DCS and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Notifications

All staff will be given a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each staff member will sign an acceptable use agreement (Refer to Form #6410F) before establishing an account or continuing their use of the DCS.