

Adirondack Central School District

STAFF AND STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Acceptable Use Agreement (Updated March 2022)



The Following comprise the rules and regulation relating to the use of the school district's computer network system:

Terms and Conditions of Use Central to the Internet and Computer Related Technology:

1. Acceptable Use-The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The primary use of your account must be in support of education and research and consistent with the education objectives of the Adirondack Central School District. The use of the Internet must comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Protection Act (NCIPA). Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

2. Privileges-The use of school technology and the supporting instructional learning platforms is a privilege, not a right. Each Adirondack student, teacher and/or staff member who receives a school-based account will participate in a learning session with the Adirondack Central School District pertaining to the proper use of the network. Inappropriate use will be investigated by the building and district administration and may result in the loss of privilege, legal action, disciplinary measures and/or payment in accordance with the code of conduct. Determination of inappropriate use will be made by the District Director of Technology and the Data Protection Officer in cooperation with district administration. In addition, the Director of Technology, working in conjunction with building administrators may direct that a student account be closed at any time as required by the terms of the Acceptable Use Policy. The administration, faculty, and staff of Adirondack Central School District may request that the Director of Technology deny, revoke, or suspend specific student user accounts. The Director of Technology and Superintendent may deny, revoke, or suspend specific staff/teacher accounts.

3. Privacy-Adirondack Central School District holds sole ownership to all information retained in District owned file servers. This policy provides no expectation of privacy on the part of the user and Adirondack Central School may authorize files and/or computer use to be reviewed at any time.

4. Sanctions -Violations may result in the loss of access. District policies regarding the use and misuse of school equipment and supplies will be followed in the event of Internet use violation. Users involved or suspected of involvement in the Internet violations will be informed of the nature of these violations, and they will have the opportunity to respond to them. Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language or behavior.

- a. Users may be required to make full financial restitution.
- b. When applicable, law enforcement agencies may be involved.

5. Network Etiquette-You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Use no abusive language when communicating with others.
- b. Do not swear, use vulgarities or any other inappropriate language.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone number, or addresses and phone numbers of students or colleagues, and/or
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F Information obtained via the network is assumed to be copy written unless so noted.
- g. User expectations are the same for student use while on and off campus.
- h. Cyberbullying is strictly prohibited.

6. Security-Security on any computer system is a high priority, especially when the system involves many users.

- a. If a student/teacher/staff user can identify a security problem on the Internet, notify the system administrator or the District Technology Director, or the building Principal if the above named are not readily available. Do not demonstrate the problem to other users.
- b. A student/teacher/staff user may not use another individual's account.
- c. Attempts by unauthorized students, teachers, or staff members to log-on to the Internet as a system administrator is a serious violation.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

7. Adirondack CSD Students-may be granted access to an account for up to one academic year at a time when they:

- a. Read and agree to follow the Acceptable Use Agreement. This agreement is formalized through their signature on the application form.
- b. Obtain the signature of a parent on the application form.
- c. Teachers are obligated to directly supervise these students with its use according to the Acceptable Use Policy.
- d. The teacher is required to maintain confidentiality of the passwords.

8. Vandalism-Vandalism is defined as any malicious attempt to damage equipment, harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Any inappropriate use or destruction of school technology will be investigated and can result in loss of privileges, disciplinary action, payment and/or legal action.

9. Software-All software must be approved by district administration and in compliance with Ed Law 2-d.

***Use of Email in the School District, continued on page 2;
Employee's/Student's Signature is required on page 2***

Use of Email in the School District:

Employee Acknowledgement

All employees and authorized users will acknowledge annually and follow the District's policies and regulations on acceptable use of computerized information resources, including email usage.

Classified and Confidential

District employees and authorized users may not:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage should be directed to the Directory of Technology.
- b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted, if possible. File protection passwords will not be communicated via email correspondence in any event.
- d) Send or forward email with comments or statements about the District that may negatively impact it.

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, there is no expectation of privacy in email use. Personal use should not include chain letters, junk mail, and jokes. Employees and authorized users will not use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the Principal/supervisor. The District's email system will not be used for personal gain or profit.

Email Accounts

All email accounts on the District's system are the property of the School District. Employees and authorized users will not access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network. Personal accounts and instant messaging shall not be used to conduct official business.

- a) Students and staff are expected to read email on a regular basis and manage accounts appropriately.
- b) Sharing of passwords is strictly prohibited. Each person is responsible for his/her account, including safeguarding access to the account. All email originating from the account is deemed to be authorized by the owner.
- c) Incoming email is scanned for viruses, but it is impossible to guarantee protections against all spam and viruses. Attachments should only be opened when it is certain of the nature of the message. If in doubt, contact the helpdesk@adironackcsd.org.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via email or instant messaging will inform their Principal/supervisor immediately.



Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email will be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule

Archival of Email

All email sent and received to an employee's email account should be archived by the District for a period of no less than six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

Training

Employees/authorized users should receive regular training on the following topics:

- a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization, cyber bullying.
- b) Confidentiality of emails.
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.
- d) No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The District Technology Director may report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

Notification

All employees/authorized users will be required to access 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 user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Confidentiality Notice

A standard Confidentiality Notice will automatically be added to each email determined by the District as follows:

This e-mail and any attachments may contain confidential and privileged information for the use of the designated recipients named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution, or copying of it or its contents is prohibited. If you received this communication in error, please notify me immediately by replying to this message and deleting it from your computer. Thank you.

Employee's/Student's Full Name: _____ Building(s): _____
(Please Print) (HS, MS, WL, BE, DO)

I understand and will abide by the *Acceptable Use Agreement*. I also understand that any violation of the above regulations is unethical and may constitute a criminal offense. I further understand that this policy provides no expectation of privacy and the Adirondack Central School District may authorize my files and/or computer and network use to be reviewed at any time. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken. **This form must be reviewed and signed every school year for access to the network.**

Employee's/Student's Signature: _____ Date: _____