

RONDOUT VALLEY CENTRAL SCHOOL DISTRICT

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Extension 4842

2012-2013 School Year

Dear Staff Member:

Welcome to the Rondout Valley Central School District Network! We are very proud to offer a wide selection of up-to-date technology to our students and staff.

All Rondout employees have access to email and the Internet from any computer in the district, however, *before* access can be granted it is necessary that each employee sign an Acceptable Use Policy (AUP).

The AUP is an agreement between you and the District stating that you will not *intentionally* abuse the privilege of using the computer. Should you do so your privileges *will* be suspended and/or revoked. It is necessary for you to understand that along with the privilege of using the networked computers throughout the district comes a responsibility to do so safely and ethically. The district computers are for instructional use, research and school related correspondence. While it may appear that email is a private messaging system, please be aware it is not. No one wants to read your email or see where you have been on the Internet. However, should there be a problem or suspicion of a problem, the Network Administrator and Director of Technology can access and read your email. Think of your email as a Memo circulating throughout the district. While it will usually be read only by the person it is addressed to, it could conceivably be read by others. The Mid-Hudson Regional Information Center provides us with email filtering and we have filtering software which will detect inappropriate use of the Internet.

Pursuant to the Children's Internet Protection Act the District has implemented filtering software and has blocked the use of free email and Instant Messaging. Please use your Rondout email account. You may find some worthwhile/educational sites blocked as well. If you think a site is appropriate and/or necessary to your curriculum contact anyone in the Technology Department to have the site reviewed. Our filtering software, WebSense may make mistakes and a site may need to be unblocked. If a site cannot be permanently unblocked, it can be unblocked for a reasonable period to allow your students to continue with their research assignments.

Signed AUP's will be kept on file in the District Office for a minimum of 8 years.

Please Note: Access to the network and email accounts will be terminated 30 days after employment with the District is ended. If you have any work you would like preserved the Computer Technology Department can burn a CD for you.

Remember:

- ◆ Make sure you save all of your files to your “R” drive; a personal storage space on the network that is backed up regularly and is inaccessible without your ID and password. Please note, the District is not responsible for data lost due to hacking or natural causes.
- ◆ NEVER leave the computer without logging off. Doing so could allow someone else to use the computer “in your name”
- ◆ NEVER give your password to anyone. Your password represents you on the network – YOU are responsible for any actions performed on the computer using your password
- ◆ Observe copyright laws, computer etiquette and responsible computing – new DVD burners being placed throughout the district increase the temptation to violate copyright laws. If you have a DVD/CD burner in your room please be extra vigilant with students
- ◆ Your example helps set the tone for students

Please sign the USER AGREEMENT AND WAIVER FORM and return **only** the signed form to your building secretary. Once the USER AGREEMENT AND WAIVER FORM has been received by the Computer Technology Department a network and email account will be set up in your name. Your account ID will be your first initial and last name, no caps, no spaces. Your initial password will be “password” no caps, no spaces. The first time you log on you will get a message that your password has expired and you must reset it – this is normal and allows you to set a password of your choosing. You will also be required to re-set your password every 90 days as a newly implemented security measure.

Should you change your name or your building during the school year please notify the computer department. There is an email change request form in the principal's office in each building and posted on our website (under District Forms). Please fill it out and send it to our department. We do NOT know your password but should you forget it we can reset it for you.

If you have any questions regarding this policy and or use of the computers please feel free to contact the Computer Department and speak to Alan Baker (Ext. 4842). You may also email Alan Baker at abaker@rondout.k12.ny.us

Very truly yours,

Alan Baker
Director of Technology

PLEASE PRINT: Last name of Staff Member
(Name as it will appear on your account)

First Name

USER AGREEMENT AND WAIVER FORM

| | |
|------------------|-----|
| Account | ___ |
| R Drive | ___ |
| Email | ___ |
| Other | ___ |
| (yearbook, etc.) | |

Please Print:

School/Building: _____.

Grade: _____

I have read and understand the Rondout Valley Central School District's Acceptable Use Policy regarding Internet use of district-sponsored accounts. I agree to abide by its provisions.

I understand that in-school access to the Internet is designed solely for educational purposes. I also understand that a variety of inappropriate and offensive materials are available over the Internet and it may be possible for me to access these materials inadvertently. I agree to act responsibly and to refrain from viewing inappropriate and/or offensive materials. I further understand that it is possible for undesirable or ill-intended individuals to communicate with me over the Internet, that there is no practical way for the Rondout Valley Central School District to prevent this from happening. I agree to take responsibility for avoiding such individuals and to report any such attempts at communicating with me.

I understand that I have no right to privacy when I use the Rondout Valley Central School District's computer network and the Internet, including e-mail. I authorize the Rondout Valley Central School District staff to monitor any communications to or from me on the Rondout Valley Central School District's computer network and Internet. I have determined that the benefits of having in-school access to the Internet outweigh the potential risks, and I will not hold the Rondout Valley Central School District or the Internet Access Providers; the Rondout Valley Central School District and the Mid-Hudson Regional Information Center, responsible for material acquired or contacts made on the Rondout Valley Central School District network or the Internet.

I further understand that any violation of the provisions in the Acceptable Use Policy will result in suspension or revocation of my system access and related privileges, other disciplinary action, and possible legal action.

Account Holder/User Signature: _____ Date: _____

Please circle one: New Returning

Grade: 1 2 3 4 5 6 7 8 9 10 11 12

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

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.

(Continued)

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)**Privacy Rights**

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

Administrative 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.

SUBJECT: USE OF WIRELESS COMMUNICATION DEVICES**Authorization**

The Superintendent of Schools is authorized to furnish cellular phones to District employees when he/she deems such use appropriate to the business of the District.

Maintenance of Records

The Business Office shall maintain a record of each cellular phone owned or leased by the District which records shall include the manufacturer and serial number of the phone and the phone number.

Personal Use

District cellular phones shall not be used for the personal benefit or personal business of the holder, except in an emergency. Upon receipt of the bill containing the charge for the call the District shall notify the employee of the cost of the call and the employee shall make payment promptly. No employee shall be entitled to the use of "free" air time included as part of any arrangement the District may have with the cellular phone service provider, except when in the period covering the personal call or calls the District is not charged for air time.

Review of Records

On a monthly basis the Business Office shall reconcile the bill for the cellular phone(s) with the expense records to insure that the phone(s) are being used for District business purposes and the District is reimbursed for any personal use.

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Students

SUBJECT: INTERNET POLICY

The Internet is a valuable resource tool for students and staff alike. However, recognizing the value of the Internet does not diminish the responsibility of the district to provide clear guidelines for its use.

Student welfare is an integral responsibility of every employee in the district. Parents send students to school with the expectation that the district will exercise prudent control over what students are exposed to while under our charge.

No staff member, student or other individual shall access the Internet for personal use. Internet access shall be limited to job function, related to curriculum documents and those extra-curriculum activities recognized by the Board of Education.

The Superintendent, in conjunction with building administrators, will develop regulations for internet access. Employees and parents must complete the appropriate forms recognizing the intent of the policy prior to being given access to the Internet.

Violations of the policy shall be reported first to the building administrator who will notify the Superintendent. The report shall include what action was taken to address the violation.

Adopted: 7/10/01