

RONDOUT VALLEY CENTRAL SCHOOL DISTRICT

Acceptable Use Policy

Dear Staff Member:

Welcome to the Rondout Valley Central School District. As part of the Rondout experience, employees will be using technology across the curriculum and as part of their work responsibilities. Employees will be provided with access to various computerized information resources hereinafter "computer system", including but not limited to, email, the Internet, and the Rondout Valley CSD network. Employee's use of the District's computer system is conditioned upon the employee reading the AUP and providing the District with a signed User Agreement.

Employees may not abuse the privilege of using the District's computer systems. Should an employee do so, he/she will be referred to the administration and be subjected to counseling and/or discipline. It is necessary for the employee to understand that along with the privilege of using the District's computer system there is a responsibility to do so safely and ethically. Plagiarism, copyright violation, inappropriate language, online bullying or harassment, or other inappropriate or irresponsible behavior using any of the District's computer systems will not be tolerated.

The use of the District's computer system is for instructional use, research, and fulfilling your job responsibilities. Employees have no right to privacy when using the District's computer systems. The District has the ability to monitor the use of its computer system so as to ensure that such use is consistent with District policy.

The Board of Education has adopted Policies that govern appropriate behavior when using district technologies. The user is responsible for reviewing and understanding the following policies;

- 6121 Sexual Harassment of District Personnel
- 6122 Complaints and Grievances by Employees
- 6460 Staff Use of Computerized Information Resources
- 6461 Use of Wireless Communication Devices
- 7314 Computer Use in Instruction
- 7315 Internet Policy
- 7561 Sexual Harassment of Students
- 7562 Harassment, Hazing and Bullying
- 8270 Instructional Technology
- 8271 Internet Safety

You can go to the District website to access each of the above policies. Go to the Board of Education page and click on the "Policy Manual" link which is located on the left column.

Employees are reminded when using the District's computer systems:

- ◆ Make sure you save all of your files to your "R" drive or our cloud storage – an individual storage space on the network that is backed up regularly and is inaccessible without your ID and password.
- ◆ While the District backs up the network every night it cannot be responsible for loss of data caused intentionally by a hacker or by an act of nature.

- ◆ Your password should never be shared. You should never use any password that is not your own. If you discover a password that is not yours, you should report it to the administration and do not share that password. Your password and username represents you - you are responsible for any actions performed on the District technologies using your password.
- ◆ Do not violate copyright laws, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- ◆ Do not take pictures or videos without the person's permission.
- ◆ Do not load any personal programs or executable files on any District technologies.
- ◆ Do not cause a security breach to either the District network or other network resources including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- ◆ Do not cause a disruption of service to either the District's network or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- ◆ Do not circumvent the District's security systems and protocols.
- ◆ Do not introduce honeypots, honeynets, or similar technology on the District's network.
- ◆ Do not engage in activities that are inappropriate for the District to be associated with and/or are detrimental to the District's reputation. This includes, but is not limited to, accessing pornography, gambling, or other inappropriate sites, or inciting hate, bullying, and harassment.

The employee must sign the **USER AGREEMENT** form. Return the form to the Technology Department.

If you have any questions regarding these policies and procedures please feel free to contact the Technology Department and speak to Cynthia Farrell, Director of Technology. You may also email the Technology Department at techdept@rondout.k12.ny.us.

Respectfully yours,

Cynthia Farrell
Director of Technology

Revised 7/1/2020

(PLEASE PRINT)

_____ **Last Name**

_____ **First Name**

**RONDOUT VALLEY CENTRAL SCHOOL DISTRICT
STAFF USER AGREEMENT FORM**

I have read and understand the Rondout Valley Central School District Acceptable Use Policy regarding staff use of the District's computer system. By signing this User Agreement form, I will be permitted access to the Rondout Valley Central School District's computer systems.

I understand that my access to the network is designed solely for educational purposes. I authorize the Rondout Valley School District's staff to monitor any communications to or from myself on the District's network and Internet.

I further understand that any violation of the provisions in the Acceptable Use Policy, including but not limited to, copyright violation, online bullying, inappropriate use of any technological device, inappropriate email and/or use of the Internet, etc., by myself will result in counseling, disciplinary action, and/or possible legal action.

Employee **Signature:** _____ **Date:** _____

Position (TA, Teacher, Secretary, Sub, Administrator, etc.) _____

Building: (circle one) HS JHS IS KES MES DO B&G

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