



# ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street • Alden, New York 14004 • (716) 937-9116 • <http://aldenschools.org>

## ACCEPTABLE USE POLICY (AUP) AGREEMENT FOR FACULTY/STAFF

### STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

(Board Policy #6470 - adopted 6/21/07)

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 ensure 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

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 ensure 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.

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### Alden Central School District Email Guidelines

The following email guidelines are intended to maintain an ethical and professional work environment and to meet the requirements governing the use of ACSD computer resources. All email users are responsible for understanding and observing these and all other applicable policies, regulations and laws in connection with their use of ACSD computer technology resources.

1. The primary use of email should be for educational purposes. Commercial and/or personal use of e-mail should be kept to a minimum.
2. Since the email system is provided by ACSD, everything you write is a matter of public record and subject to disclosure. Never send anything that you would mind seeing on the evening news. Similarly, any correspondence you receive is a public record and subject to disclosure. In the courts, email can be used as evidence.
3. Use of email to harass, intimidate or otherwise annoy another person, such as broadcasting unsolicited messages or sending unwanted email, is expressly prohibited.

4. Never mail or forward chain letters. If you receive a chain letter, delete it.
5. You should not attach pictures, letters or other unnecessary attachments to your email message. The recipient may not be able to view them and they consume large amounts of resources. Large attachments can shut down the recipient's computer and hamper overall operation of the ACSD email system.
6. You should not forward personal email involving written or spoken material without the original author's permission.
7. Cite all quotes, references and sources and respect copyright and license agreements.
8. Using a pseudonym or writing anonymous email that appears to disassociate you from responsibility for your actions is always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
9. You should not allow anyone else to use your email account. You will be held responsible for any correspondence originating from your account.
10. You should not send a districtwide mailing or a mailing to extremely large groups of people unless absolutely necessary to conduct district business.
11. All users of the ACSD email system should recognize that email use may be limited for reasons related to the capacity or security of the system, or as required for conducting district business.

As a condition for the use of computers and other technologies at Alden Central Schools, users (defined as a student, teacher, administrator, staff member or community member utilizing a district computer) are expected to:

**1 Respect the privacy of others**

- Users will not tell their passwords to other users.
- Users will not try to learn passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or stand alone computers or files.
- Users will not modify or delete files of other individuals.

**2 Respect the integrity of the Alden Central Schools networks**

- Users will not intentionally develop or use programs to harass others or damage the system/network.
- Users will not intentionally send inappropriate messages/mail to others.
- Users will not copy or modify server or network system files.
- Users will not abuse computer/network hardware. (i.e. mice, keyboards, etc.)
- Users will not utilize the schools network to obtain, view, download or gain access to materials that are unlawful, obscene, abusive, or otherwise objectionable. The District complies with Federal guidelines of the Children's Internet Protection Act (CIPA) utilizing content filtering by the Western New York Regional Information Center (wnyric)

**3 Respect the copyright of all software developers**

- Users will not make copies of licensed programs, as it is in violation of U.S. Copyright laws.
- Users will not install non-District software on the school networks or stand alone computers (unless prior district permission has been granted).

In consideration for the use of the Alden Central 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 the regulations established in connection with those policies. I agree to adhere to the staff policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to the related policies 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.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
School/Building

\_\_\_\_\_  
Position