

SUBJECT: STAFF ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, and other forms of direct electronic communications or equipment provided by the District (the "network.") regardless of the physical location of the user. The District will provide staff with access to various computerized information resources through the District's Computer System (DCS) consisting of software, hardware, computer networks, electronic communication systems, electronic mail, and Internet. The AUP applies even when District provided equipment is used off of District property.

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. Discretion should be used when using electronic mail and telecommunication protocols to share confidential information about students or other employees.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

The District will take all necessary measures to fortify the network against potential cyber security threats. This may include blocking access to District applications including but not limited to, email, data management and reporting tools, and other web applications—outside the United States and Canada.

Acceptable Uses of the NFCSD Computer Network, Internet, and District Owned Hardware

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy when they activate their account and renew annually. Even without this confirmation, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during

SUBJECT: STAFF ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel. All technology hardware is the property of the Niagara Falls City School District and Erie 1 Boces. Employees issued district technology hardware are required to sign applicable loan documents.

Employees assigned District hardware must take care of the equipment, ensuring its security when not in use. Employees will be charged for damaged District hardware if it is determined care was not exercised. This includes laptops, printers, cell phones, PDAs, iPods or any other electronic hardware issued to the employee.

Only approved District software may be loaded on the District equipment.

Only District owned, leased, or approved equipment (covered under the Bring Your Own Device Policy) will be permitted to run on the DCS. All unauthorized equipment will be confiscated.

Unacceptable Uses of the Computer Network, Internet, and District Owned Hardware

Listed below are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District, in its sole discretion, determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
2. Criminal activities that can be punished under law;
3. Selling or purchasing illegal items or substances;
4. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Regional and District directories;

SUBJECT: STAFF ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

5. Obtaining and/or using anonymous email sites; spamming spreading viruses;
6. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Regional and District directories;
7. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
8. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any District computer to pursue “hacking” internal or external to the District, or attempting to access information protected by privacy laws; or accessing, transmitting or downloading large files, including chain letters or any type of pyramid schemes.
9. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - a. Using another's account password(s) or identifier(s);
 - b. Interfering with other users' ability to access their account(s); or
 - c. Disclosing your or anyone's password to others or allowing them to use your or another's account(s).
 - d. Using the network or Internet for commercial purposes:
 - e. Using the Internet for personal financial gain;

SUBJECT: STAFF ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

- f. Using the network or Internet for commercial purposes:
- g. Using the Internet for personal financial gain;
- h. Using the Internet for personal advertising, promotion, or financial gain; or
- i. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, and lobbying for personal political purposes.

Student Internet Safety

1. All student computer use must be supervised. A student's parent or guardian is responsible for monitoring the minor's use outside of school;
2. Students shall not reveal personal information on the internet about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

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Niagara Falls City School District Consent and Waiver

Please read the Acceptable Use Policy and policy before signing this document.

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the Acceptable Use Policy may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the on-line services as described above to the Information Services Department.

By signing the Consent and Waiver form, teachers and staff agree to abide by the Acceptable Use Policy for Niagara Falls City School District.

In consideration for the privilege of using the Niagara Falls City School District on-line services and the Internet, and in consideration for having access to information contained on them or accessible through them, I hereby release the Niagara Falls City School District's Board of Education, administration, staff, and the WNYRIC (internet service provider) from any and all claims of any nature arising from the use, misuse, or inability to use the Niagara Falls City School District on-line services or Internet.

I further understand that failure to comply with this acceptable use policy may result in loss of computing and Internet privileges, and may result in criminal charges being filed.

I have read and understood the above information.

Signature of Teacher/Staff

Date

Last Name First Name (Please Print)

School/Location

Employee ID Number

TEACH ID Number (If applicable)

SUBJECT: STAFF ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS**Laptop Return and Sign-out Protocol****Long Term Subs**

Teachers who will be out of the classroom for more than a month must return their laptop to the Tech Support person assigned to their school. They will be issued a receipt. Substitutes that are taking over a classroom for more than a month will receive the laptop of the teacher that has temporarily left the classroom. The sub will complete a new sign-out form. When the regular teacher returns, the substitute turns in the laptop to the school Tech Support person and receives a receipt. The regular classroom teacher will be issued the laptop and completes a sign-out form.

Retiring Teachers

Retiring teachers will be required to return their laptops to the Information Services Department in the Central Office. Laptop returns will not be accepted any other way. They will be issued a receipt acknowledging the return of the laptop, which will then be used to release the teacher's final check.

New Hires

New hires to the District will receive their laptops based on Board reports or from status reports issued by the Office of Human Resources. Laptops will not be issued to individuals who have not yet appear on the Board report. After receiving documentation of a teacher's current status, the first available laptop will be issued to the teacher.

STAFF LAPTOP COMPUTER LOAN FORM

NFCSD

Laptop Make:		Model:	
Serial Number:		School:	

In consideration of the Niagara Falls City School District permitting my use of the above-described equipment or software at school or off, district grounds, and intending to be legally bound, I agree to the following:

1. I acknowledge **receipt** of the above-mentioned **hardware / software**.
2. I agree to take the necessary precautions to ensure the continued working condition and security of the above-mentioned hardware / software. In the event of **damage / malfunction**, I will report this to the District Computer Help Desk.
3. If the above-mentioned hardware / software is **lost, stolen, or vandalized on school grounds**:
I will notify my school principal, I will file a police report, I will copy the police report to my principal and to the Administrator for Information Services.
4. If the above-mentioned hardware / software is **lost, stolen, damaged or vandalized off of school grounds**:
I will follow the same procedures as outlined above, and I will reimburse the Niagara Falls School District an amount up to \$500 based on replacement cost or insurance deductible.
5. I agree to **return the above-mention hardware / software**, complete and in working order upon request of the Administrator for Information Services, upon termination of employment with the Niagara Falls City School District, upon transfer within the school district in a job area not assigned a laptop computer.

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Retiring Teachers

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6. I agree to abide by all **software copyright laws** and / or the District **Acceptable Use Policy** adopted by the Board of Education. I understand that I may not load any software onto my laptop not legally licensed by the Niagara Falls School District without the specific permission of the Administrator for Information Services.

Name (please print) _____ *Employee ID:* _____

Signature: _____ *Date:* _____

Return Equipment to Information Services Department Central Office

Received by: _____ *Date:* _____

Please see reverse side

Below is a list of components included with your laptop computer and the charge for each if lost, stolen, or not returned with the system as per the contract on the reverse side of this document.

Initial each item included with your computer system.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Laptop carrying case (\$50.00)

AC adapter (\$75.00)

Lock if supplied (\$20.00)

Ethernet / s-video cables (2) (\$15.00 ea.)

Other (please note) _____