

# BLIND BROOK – RYE UNION FREE SCHOOL DISTRICT

## STAFF AGREEMENT

### USE OF ELECTRONIC INFORMATION RESOURCES

*Please read this agreement carefully. When signed by you, it becomes a legally binding contract. Before you can be provided with a network access account, you must sign this agreement form and return it to the Technology Coordinator.*

Internet access is available to administration, faculty and staff members at the Blind Brook School District. We are very pleased to bring this access to the District and believe the Internet offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in Blind Brook School District by facilitating resource-sharing, research, innovation and professional communication.

The Internet, however, is not designed exclusively for the use by schools. It is possible that staff and students may occasionally access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment

Staff members are expected to use district technology equipment, software, and network services for educational purposes. Blind Brook School District has taken steps to help promote a safer Internet experience by providing a filtering system. The use of a filter is not a 100% guarantee that staff and students will not encounter information that is not controversial or of limited educational value and requires that staff exercise professional judgment in bringing inappropriate content to the attention of the network administrators. We, Blind Brook School District, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. ***It is highly recommended that you do not provide others with access to your accounts and that you change your passwords regularly.*** You are responsible for all actions on your account.

***If a Blind Brook School District user violates any of the provisions, terms or conditions outlined in this agreement, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.***

## **TERMS AND CONDITIONS**

1. **PERSONAL RESPONSIBILITY.** As an employee, the user will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism and inappropriate language, or other issues described below.

2. **ACCEPTABLE USE.** The use of an assigned account must be in support of education, research and the fulfillment of professional responsibilities, and must be consistent with Blind Brook School District's educational goals and objectives. The user is personally responsible for the use of his/her account at all times. Specifically:

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network;
- b. Transmission or download of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- c. Engaging in commercial activities by for-profit institutions is not acceptable;
- d. Use of the network for product advertisement, philanthropic solicitations or political lobbying is prohibited.

3. **PRIVILEGES.** The use of the electronic information system is a privilege, not a right. Inappropriate use may result in cancellation of the account. Each person who receives an account will receive instruction as to proper behavior and use of the network. The administration or staff of Blind Brook School District may request that the system administrator deny, revoke or suspend specific user accounts.

4. **GUIDELINES.** All computer users have the same right to use the equipment, wiring, and resources provided by the district. Resources are a shared commodity and of finite size that must be shared by all users. Consequently, all users will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by Blind Brook School District's governing board:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Users are representatives of their school and District on a non-private system. What is said, written or done on a computer can be viewed globally. Profanity, threats, vulgarities, or any other inappropriate languages as well as illegal activities of any kind are strictly forbidden.
- c. **PRIVACY.** Users shall not reveal any personal information, home addresses or personal phone numbers, or those of students or colleagues. Users must report to the system administrator any person who asks for personal information or violates user privacy.

- d. **ELECTRONIC MAIL.** Electronic mail (email) is not guaranteed to be private. All network computers, servers, wiring, and electronic resources that are owned by or connected to District 301 networks are subject to monitoring and review by network administrators. Messages relating to or in support of illegal activities must be reported to the system administrator.
- e. **DISRUPTIONS.** The network may not be used in any way that would disrupt use of the network by other users. The downloading or saving of large files is prohibited.
- f. **SOFTWARE.** Software is protected by copyright laws; therefore, users will not make unauthorized copies of software found on school computers, either by copying them onto one's own digital media or onto other computers through electronic mail or bulletin boards; and will not give, lend, or sell copies of software to others without the written permission of the copyright owner or unless the original software is clearly identified as shareware or in the public domain. Software is not to be installed on district servers or computers by staff members. All software programs that are to be used on District-owned computers must be approved and installed by the Technology Department.
- g. **MISUSE.** Any misuse of the Network must be reported to the system administrator.

5. **SERVICES.** Blind Brook School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or by user errors or omissions. Use of any information obtained via the information system is at the user's own risk. Blind Brook School District specifically denies any responsibility for the accuracy of information obtained through its services.

6. **SECURITY.** Security on any computer system is a high priority. If a user identifies a security problem, he/she must notify the system administrator at once and not demonstrate the problem to other users. All use of the system must be under the user's own account. Any misuse of an account is the personal responsibility of the user.

7. **VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of network privileges, could be treated as refusal to follow an administrative direction and may be an intentional violation of board policy, and/or legal referral.

8. **UPDATING YOUR ACCOUNT.** Users must notify the system administrator of any changes in account information or employment status.

9. **PERSONAL USE.** Blind Brook School District realizes that some personal (non-educational based) use of the district's networks and the Internet may normally occur. If this use interferes with the performance of District resources, normal work/ educational related duties, or is deemed inappropriate for a work/educational environment, steps will be taken to rectify the situation. These may include notification to the direct supervisor, the superintendent of schools, and removal of network and Internet privileges where possible. Pertinent information may be turned over to local law enforcement agencies when necessary. Personal usage should be minimized or done at home.

10. **ACCEPTANCE OF TERMS AND CONDITIONS.** Users take full responsibility for individual use. All terms and conditions as stated in this document are applicable to Blind Brook School District computer users. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New York, and the United States of America.

**Required Signature**

**Blind Brook School District Network User**

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the system administrator. I understand that misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

*Staff Name (please print).* \_\_\_\_\_

*Staff Signature* \_\_\_\_\_ *Date* \_\_\_\_\_