

Clymer Central School-Employee computer Use Agreement

Every Clymer Central School employee will be required to sign this Computer Acceptable Use Agreement. This form supersedes previous forms. Employees who have signed previous forms must also complete a new form.

Computer use is often a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, and the district's computer network. Although employees may have access to these information sources, their use must be specially authorized. Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use. Access should be primarily for educational and professional or career development activities. All hardware, including computers and equipment, is the property of Clymer Central School and will fall under the guidelines listed below. Expectations of employees include, but are not limited to, the following:

A.) Student Personal Safety

1. Employees who supervise students with access to technical resources shall be familiar with the Clymer Central School Student Internet Use Agreement and enforce its provisions.
2. All student computer use must be supervised.

B.) Illegal or Destructive Activities

1. Employees shall not beyond their authorized access to the district network or other computer equipment or software including the files or accounts of others.
2. Employees shall not disrupt or attempt to damage or disrupt and computer, system, system performance or data.
3. Employees shall not use district equipment to engage in illegal acts.

C.) System Security

1. Employees are responsible for the security of their computer equipment, files, and passwords.
2. Employees shall promptly notify their immediate supervisor of security problems.
3. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.

D.) Inappropriate Conduct

The following are prohibited when using any technical resource:

1. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful;
2. Potentially damaging, dangerous or disruptive material;
3. Personal or generalized harassment in violation of district policies; and
4. False or defamatory information.

E.) Plagiarism and Copyright Infringement

1. Works may not be plagiarized.
2. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If an employee is unsure whether or not a work can be used, the copyright owner should be contracted for permission.
3. Software copyrights and software licenses must be strictly respected.

F.) Inappropriate Access to Material

1. Technical resources shall not be used with material that is profane, obscene (pornographic), or advocates illegal acts, violence, or illegal discrimination.
2. The use of Internet games, web chats, unauthorized software, or other instant messaging software is prohibited except when specifically authorized by the District Superintendent.
3. Inadvertent inappropriate access shall be reported immediately to the supervisor.

G.) Expectation of Privacy

1. Employees have no expectation of privacy in files, disks, or documents that have been created in, entered in, stored in, downloaded from or used on district equipment.

H.) Services and Assumption of Risks

1. Clymer Central School makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system. Users are responsible for backing up data stored on the hard drive of any computer assigned to them.

I.) Discipline

1. Staff members who engage in unacceptable use may lose access to the DCS (District Computer System) and may be subject to further discipline under the law of in accordance with applicable collectible bargaining agreements.
2. Deliberate violations of this agreement (e.g. malicious acts or omissions; searching for viewing or otherwise visiting pornographic or sexually explicit sites) are cause for disciplinary action.

J.) Unacceptable

1. The following uses will be regarded as not acceptable:
 - a) Illegal or malicious use, including downloading or transmitting of copyright material.
 - b) Use for racial, sexual or other harassment in violation of district policy.
 - c) To access, view, or transmit pornographic or obscene material.
 - d) To solicit personal information with the intent of using such information to cause emotional or physical harm.
 - e) To disrupt the work of other users. This included the propagation of computer viruses and use of the internet to make unauthorized entry to any other Internet resource.
 - f) Use for private business purposes.
 - g) Excessive personal use.

K.) Etiquette

1. The following general principles should be adopted:
 - a) Be polite; to not be abusive in messages to others.
 - b) Use appropriate language: remember that you are a representative of Clymer Central School and that you are using a non-private network.
 - c) Do not disrupt the use of the internet by other users.

L.) E-Mail massive files during peak hours and other high volume activities

1. Every user is responsible for all e-mail origination from their user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited. The organization's e-mail standard is only allowable e-mail to be used.
2. Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
3. E-mail is **NOT** private. The Superintendent (or designee) has the right of access to all e-mail sent or received. **In the event** of Clymer Central School being involved in any legal proceedings, any relevant e-mails (including Internet e-mail) may have to be disclosed, on the same basis as the case for written documents.
4. Excessive forwarding of personal messages is not allowed.

Faculty and Staff AUP

Signature Sheet

I have read the Employee Computer Use Agreement. I understand that violation of the agreement may be grounds for disciplinary action, including termination.

Signature: _____

Date: _____