

Administrator / Faculty/Staff - Network and Internet Account  
Acceptable Use Policy (AUP)  
Northeastern Clinton Central High School, Champlain, NY 12919

Computers, networks, and on-line access are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. Your application for an internet account indicates you will comply with the "Acceptable Use Policy" and regulations which are found on the reverse side of this form, and will be a responsible, efficient and ethical user. Failure to adhere to the policies and guidelines will result in the revocation of the user's privileges.

Date \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_

District Building \_\_\_\_\_

Please check/complete the appropriate information:

Faculty-List subject(s) and grade level(s) taught: \_\_\_\_\_

Support Staff-List title and areas(s) of responsibility: \_\_\_\_\_

**Items 1-3 must be initialed by the applicant. (Regulations are found on the reverse side of this form.)**

1. I have read the Northeastern Clinton Central School Board of Education policies and will comply with it and the referenced policies. YES  NO  (Please initial appropriate box.)

2. I understand that any violation of the "Acceptable Use Policy" will result in loss of access, personal payment of any fees incurred and possible prosecution. YES  NO  (Please initial appropriate box.)

3. I understand that the use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. YES  NO   
(Please initial appropriate box.)

With connections to computers and people all over the world comes also the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the administrator, faculty, or staff member to ensure that access to telecommunication networks and computers provided by the educational system are not abused.

**Administrators/Faculty/Staff: Complete this box**

By placing my signature on this document, I am confirming I have read, understand, and will abide by the "Acceptable Use Policy" \* that is found on the reverse side of this form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NORTHEASTERN CLINTON CENTRAL SCHOOL DISTRICT**  
**ADMINISTRATIVE AND STAFF USE OF DISTRICT COMPUTER NETWORK & INTERNET RESOURCES**  
[http://www.nccscougar.org/internet\\_staff\\_policy.htm](http://www.nccscougar.org/internet_staff_policy.htm)

The following comprise the rules and regulations relating to the use of the district's computer network system:

**Administration:**

1. The Superintendent of Schools shall designate the Technology Coordinator (TC) to collaborate with NERIC IT Staff to oversee the district's computer network.
2. The TC and NERIC Staff will examine all network activities as deemed appropriate to ensure proper use of the district technologies.
3. The TC and NERIC Staff will disseminate and interpret district policy and regulations governing use of the district's network for all buildings with all network users.
4. The TC will coordinate employee training for proper use of the network and will provide copies of district policy and regulations governing use of the district's network.
5. All staff agreements to abide by district policy and regulations shall be kept on file in the district office or other appropriate site.

**System Access:**

The following individuals may be designated as members with access to the computer network system:

1. Intermediate, Middle, and Secondary students may be granted an account for the duration of time allowed by District Administration.
2. K - 5 Teachers may apply for class accounts.
3. All district employees may apply for individual accounts as deemed necessary.
4. Community members and visiting organizations may apply for organizational or individual accounts as deemed necessary.

**Procedures for Proper Use:**

1. The district's computer network shall be used for educational purposes consistent with the district's mission and goals.
2. The individual in whose name an account is issued is responsible at all times for its proper use.
3. Network users will be issued a log-in name and password. Faculty passwords must be changed every 90 days.
4. Network users identifying a security problem on the district's network must notify a NERIC Staff

Member. Do not demonstrate the problem to anyone else.

5. Faculty and Staff account information will be maintained in accordance with applicable education records, law, and district policy and regulations.
6. Copyrighted material may not be placed on any computer connected to the district's network without author's permission. NERIC and/or staff that are specially authorized may upload copyrighted material to the network.
7. Copyrighted material shall be in accordance with the fair use doctrine and district's policy and regulations.
8. Any network user identified as a security risk or having a history of violations of district policy and regulations may be denied access to the district's network.
9. Only instructional materials approved by TC and NERIC Staff may be uploaded on the district network and/or stand alone systems.

**Prohibitions:**

The following is a list of prohibited actions concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including but not limited to revocation of a user's access to the network.

1. There must be no sharing of passwords.
2. Attempts to read, delete, copy, or modify the electronic mail of other system users is prohibited as well as deliberate interference with the ability of system users to send/receive electronic mail. Forgery and attempted forgery of electronic mail messages is prohibited.
3. Communication through e-mail for non-educational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited (i.e., the use of the "everyone" distribution list, building distribution lists, or other e-mail distribution lists to offer personal items for sale).
4. Sending unsolicited commercial electronic mail messages, also known as spam.
5. No personal software or disks may be loaded onto the district's computers and/or network, without permission of TC and/or NERIC Staff.

6. With the use of network resources, users shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law.
7. Use of computer access to data and access to secure areas other than for educational purposes is prohibited.
8. System users shall not evade, change, or exceed resource quotas as set by TC or NERIC Staff.
9. Transmission of material, information, or software in violation of any district policy or regulation, local, state, or federal law is prohibited.
10. Vandalism will result in cancellation of system use or network privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, including software and related print material, data of another user of the district's system or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creating computer viruses.
11. Tampering with or misuse of the computer system or taking any other action inconsistent with district policy and regulations will be viewed as a security violation.
12. Any form of "Cyber Bullying" is strictly prohibited and will result in immediate revocation of all email and internet privileges.
13. All Staff will be held in accordance to The State of New York passed computer crime laws in 1986. (New York Penal Code Chapter 40, part III, Article 156).
14. Accessing obscene or pornographic material or child pornography is strictly prohibited.
15. Engage in commercial, for-profit or any business purpose (except where such activities are otherwise permitted or authorized under applicable district policies).
16. Facilitating illegal activity.

Any user of the NCCS Network that accesses a network or other network resources shall be subject to the same rules, regulations, and penalties resulting from violation of this policy.

**Sanctions:**

1. The TC and NERIC will report any unacceptable behavior by a user to the appropriate district administrator who will take appropriate disciplinary action. Violations of district policy may result in a loss of access and/or disciplinary

action. When applicable, law enforcement agencies may be involved.

**Notification:**

All staff will be given a copy of the district's policies on staff use of computerized information resources and the regulations established in connection with those policies. Each staff member will sign an acceptable use policy before establishing an account or continuing their use of the District's computer network/resources.

**Privacy Rights:**

User data files and electronic storage areas shall remain district property, subject to district control and inspection. The TC and NERIC may access all such files and communications to insure system integrity and ensure that users are complying with requirements of this policy and district regulations. Users should not expect that information stored on the NCCS Network is private.

**Agreement for Staff Use of Computerized Information Resources:**

I agree that I have been provided with a copy of the District's policies on staff use of computerized information resources and the regulations established in connection with those policies. I agree to adhere to the staff network & Internet policy and any related policies in the Faculty Handbook and the regulations herein this document. I will report all student violations to appropriate district administration. I understand that failure to comply with these policies and regulations may result in the loss of my access to the NCCS Network and may, in addition, result in the imposition of discipline under the law and/or bargaining agreement. I further understand that the district reserves the right to pursue legal action against me if I willingly, maliciously, or unlawfully damage, or destroy property of the Northeastern Clinton Central School District.