

# POLICY

2016

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Personnel

## SUBJECT: EMPLOYEE COMPUTER USE AGREEMENT

Every North Tonawanda City School District Employee will be required to read and acknowledge this Employer Computer Use Agreement. This form supersedes previous forms. Employees who have signed previous forms must also complete this 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. **Electronic mail and telecommunications shall not be utilized to share confidential information about the students or staff without authorization. No staff member may disclose, use, or disseminate any personal information regarding students or staff without authorization.**

All hardware, including computers and equipment, is the property of North Tonawanda City School District and will fall under the guidelines listed below. Expectations of employees include, but are not limited to, the following:

### 1. Student Personal Safety

- a. Employees who supervise students with access to technical resources shall be familiar with the North Tonawanda City School District Student Computer Use Agreement and enforce its provisions.
- b. All student computer use must be supervised.

### 2. Illegal or Destructive Activities

- a. Employees shall not go beyond their authorized access to the district network or other computer equipment or software including files or accounts of others.
- b. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance, or data.
- c. Employees shall not use district equipment to engage in illegal acts.

### System Security

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

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Signature

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### 3. Inappropriate Conduct

The following are prohibited when using any technical resource:

- a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language;
- b. Potentially damaging, dangerous, or disruptive material;
- c. Personal or generalized harassment in violation of district policies; and
- d. False or defamatory information.

### 4. Plagiarism and Copyright Infringement

- a. Works may not be plagiarized.
- b. 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 contacted for permission.
- c. Software copyrights and software licenses must be strictly respected.

### 5. Inappropriate Access to Material

- a. Technical resources shall not be used with material that is profane, obscene (pornographic), or advocates illegal acts, violence, or illegal discrimination.
- b. The use of unauthorized software is prohibited.
- c. Inadvertent inappropriate access shall be reported immediately to the supervisor.

### 7. Expectation of Privacy

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.

### 8. Services and Assumptions of Risks

North Tonawanda City School District 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, damage to personal technology 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.

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### 9. Discipline

- a. Staff members who engage in **unacceptable and/or excessive personal** may lose access to the Information Technology Systems provided by the North Tonawanda City School District and may be subject to further discipline under the law or in accordance applicable collective bargaining agreements.
- b. Deliberate violations of this agreement (e.g. malicious acts or omissions; searching for, viewing or otherwise visiting or otherwise visiting pornographic or sexually explicit sites) are cause for disciplinary action.

### 10. Unacceptable Uses

The following uses will be regarded as not acceptable:

- a. Illegal or malicious use, including downloading or transmitting of copyright material such as music, videos and games.
- 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 includes 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. This includes installation or loading of personal business programs onto your computer for your use for tasks not associated with your North Tonawanda City School District job duties.

### 11. Etiquette

The following general principles should be adopted:

- a. Be polite; do not be abusive in messages to others.
- b. Use appropriate language; remember that you are a representative of the North Tonawanda City School District and that you are using a non-private network.
- c. Do not disrupt the use of the Internet by other users.

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## **SUBJECT: EMPLOYEE COMPUTER USE AGREEMENT**

### 12. E-Mail massive files during peak hours and other high volume activities

- a. Every user is responsible for all e-mail originating from their user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited.
- b. Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- c. E-Mail is NOT private. The District Superintendent (or designee) has the right of access to all e-mails sent or received. In the event of the North Tonawanda City School District 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.
- d. Excessive personal use of e-mail, during the work day, may result in disciplinary action.

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