

# Mohonasen Central School District

## Guidelines and Policies Regulating the Use of Computer Resources - District Personnel

The Board of Education of the Mohonasen Central School district encourages the use of computers and computer resources as a valuable tool for education and an integral part of the curriculum. The Board of Education will provide access to various computerized information resources through the District's computer system (referred to as the "DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems, including the district's wireless network.

Included in this document are guidelines and regulations covering staff use of DCS used or accessed at any time or when using the DCS via personal electronic devices. These include:

- BOE Policy #3320: Confidentiality of Computer Information
- BOE Policy #6470: Staff Use of Computerized Information System
- BOE Policy #8351: Use of Computerized Information Resources and Internet Content Filtering/Safety
- Regulations #6470R: Staff Use of Computerized Information Resources.

These policies and regulations shall be made known to all district personnel prior to their use of district computer resources.

### **General Guidelines**

School personnel should use the DCS with related resources for school related use only while connected to the District's wireless network regardless of their access device. Computer resources available to users while on school premises are solely for the purpose of supporting our educational programs and professional development. School personnel are expected to become familiar with and follow the policies and regulations as outlined in the policy and regulations stated above. The use of DCS and related resources is a privilege, not a right and may be revoked at any time. Each user must agree with and comply with the BOE Policies and regulations and any related guidelines by signing form 6470F that will be kept on file with the district.

Generally, the same standards of acceptable conduct which apply to any aspect of job performance shall apply to use of the DCS. The DCS policies and regulations are not intended to be all-inclusive and should be interpreted to reflect the most recent technological use and application of the DCS.

### **Use of Personal Electronic Devices**

School personnel may request to use their personal electronic devices for work related purposes during the school day however, they assume full responsibility and financial liability for the device's care and well-being. The owner of the device assumes all risk regarding its use and/or storage while on school grounds. Additionally, all guidelines as stated above and included in Board of Education policy and regulation apply.

## **AGREEMENT FOR SCHOOL DISTRICT STAFF USE OF COMPUTERIZED INFORMATION RESOURCES AND USE OF PERSONALLY OWNED ELECTRONIC DEVICES WHEN USING THE DISTRICT COMPUTER SYSTEM AND INTERNET**

In consideration for the privilege of using the School District's Computer System (DCS) and access to the wireless internet system, I agree that I have been provided with a copy of the district's policies on staff and student use of computerized information resources and the regulations established in connection with those policies I agree to adhere to the staff policy and the regulations and to any changes or addition later adopted by the District, I also agree to adhere to related policies published in the Staff Handbook. I shall report all student violations of the District's policy on student use of computerized information resources to District Officials.

I understand that failure to comply with these accompanying regulations may result in my DCS access being revoked. It could also result in the imposition of discipline under the law and/or the applicable collective bargaining agreement depending on the severity of the infraction/s. I further understand the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully misuse, damage, or destroy property of the District; and/or if I willfully, maliciously or unlawfully misuse my personally owned electronic devices while accessing materials while connected to the DCS and internet service.

I acknowledge and/or agree to the following when I connect my personal electronic device to the DCS and gain access to the Internet:

- User agrees to register their name and the hardware address of their electronic device with the District computer support department.
- The user is strongly advised to install a current virus protection program and keep the virus definition files current.
- Users are permitted to connect their personal electronic devices to the DCS network so long as doing so will not adversely affect other DCS users and/or computer systems. Users wishing to connect their personal electronic devices to the DCS networks must have a properly installed, configured and working network card in the device in order to proceed. Users are responsible for any hardware, software configurations or installations that are necessary to connect their equipment to the DCS network.
- Secured Wireless networking is provided throughout the campus buildings. Personal access points are prohibited.
- The user agrees to install the latest critical and security updates on their electronic devices.
- The District and related computing support departments are not responsible for providing computer repair services to any personal electronic device or peripheral not owned by the District. Additionally, the District support staff may not be held liable for any damage to personal electronic devices resulting from offering their assistance.

- The user may receive or be exposed to material that they consider to be improper, inaccurate, misleading, defamatory, obscene or otherwise offensive. The user understands that the District will not have obligation to take action with respect to such material that they receive or be exposed to through their connection to the DCS network.
- The District is not responsible for harm caused to the user's electronic devices by connecting it to the DCS and network. The user will be responsible for taking all appropriate measures to safeguard their equipment from events including, but not limited to, incidences of lightning, voltage spikes, computer viruses, harmful software code and other such events over which the District has no control. Additionally, the user accepts full responsibility to safeguard the equipment from theft, vandalism and any malicious or accidental acts.
- Electronic devices connected to the DCS network may be subject to periodic scan for security purposes. Compromised machines may be disconnected.
- The District reserves the right to suspend or terminate network access at any time without prior warning.

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Computer Model

\_\_\_\_\_  
MAC Address

Check all locations that apply:

- District Office/High School
- Draper Middle School
- Pinewood Elementary
- Bradt Elementary
- Bus Garage

Copies to Computer Tech Department and Personnel File