

LAKE SHORE CENTRAL SCHOOLS

Evans-Brant Central School District
959 Beach Road, Angola, NY 14006

A c c e p t a b l e U s e A g r e e m e n t

TO: All District Employees, Seneca Nation of Indians Staff, and YMCA Pre-K Staff who have Access to and/or Use the District's Computer System

DATE: 2019-20 School Year

The District's Computer System ("DCS") consists of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations.

The integrity of the DCS must be a high priority for each system user. Each DCS user is expected to read and must abide by the following requirements as a DCS user, according to Board of Education Policies 6470 & 6471:

- **Keep DCS and software program ID's and passwords secure.** No DCS user is authorized to share either the District's ID's or passwords with another individual. ID's and passwords are to be stored in a secure and confidential location not accessible to other individuals.
- **Each DCS user must secure the computer** he/she is using whenever it is left unattended. This can be done by either shutting down the computer or logging off the network by pressing the Windows Key + L – this will lock the screen.
- **At the end of each day,** each DCS user is responsible for properly closing out of each application, executing proper computer shutdown/sleep mode and logging off the DCS.
- **Use of another DCS user's program ID or password is strictly prohibited.** Only the individual logged on to the DCS through an individual computer may access and utilize that computer.
- **Information maintained on the DCS and individual computers** is for the professional use of DCS users to the extent necessary to complete individual assignment responsibilities. This information may not be disclosed, copied or shared with any other person or organization, except to the extent authorized by New York State (i.e. Education Law) and Federal Laws (i.e. Family Educational Rights and Privacy Act ("FERPA")). No DCS user may use information acquired from or learned as a result of the DCS for their personal benefit.
- **The DCS is only to be used for school related work or activities and may not be used for any illegal purpose. Use of the DCS for personal reasons is strictly prohibited.**
- DCS users are **prohibited** from knowingly transmitting or accessing, on or through the DCS, any material that is unlawful, profane, discriminatory, sexually oriented, obscene, threatening, abusive, harassing, libelous or hateful or that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state or federal law. A limited exception will be made for accessing such material if it is for a legitimate educational purpose.
- **Unauthorized disclosure** of data, in any manner (including photographic or other visual representation of a person) maintained on the DCS, interfering with or disrupting network users, services or equipment and/or transmitting threatening, obscene or harassing material or correspondence is strictly prohibited.
- **The District must approve all school related Web sites.** District provided training is required before approval will be granted to a DCS user to host an individual subject related or department Web site.

(Continued →)

- **The District must approve all school related online applications (“apps), services, or other tools.** DCS users are not authorized to download, sign up for, or otherwise access and utilize any online applications, services, or other tools without the explicit approval of the District.
- **DCS users who are authorized to post visual images, graphics or text** on the District’s web page, or on any other web page in their capacity as a District employee/representative, must comply with the following guidelines:
 1. DCS users are prohibited from using photographs of employees, students, parents or any other persons which the DCS user obtains as a result of their association (employment) with the District on personal web pages.
 2. DCS users are prohibited from using student names and/or personal student information on personal web pages. Student grade reporting is limited to the official District grade reporting system for each instructional level or program. No DCS user is authorized to disseminate or communicate student grade information in any manner other than through the District’s official grade reporting system.
 3. No document may be posted on the District’s web page or on personal web pages developed by a DCS user in the user’s capacity as a District employee/representative for use with students, parents, or community members, which would constitute an infringement of United States Copyright laws.
 4. Web-based postings and email communications to students and parents are to comply with the District standards and procedures applicable to all District correspondence.
 5. Employees are prohibited from posting or disclosing unauthorized information regarding students, parents, employees, or community members via District or personal devices.
- **The Lake Shore CSD owns the DCS and all communications or transactions** contained therein and DCS users should not and do not have an expectation of privacy when using the DCS. The District has the right to add, move, delete, view, monitor and/or use any data on the DCS.
- **DCS users must adhere to and abide by the laws, policies and rules governing electronic communications and the DCS** including, but not limited to, copyright laws, rights of software publishers, license agreements, and privacy rights created by federal and state law.
- **All District policies** including, but not limited to, the District’s policies on equal employment opportunity, non-discrimination, anti-harassment, etc., apply to the DCS and electronic communications in the same manner as they apply within a school building.
- **DCS users must report inappropriate use of the DCS by other employees and/or students to their Building Principal/Supervisor.**
- **DCS users will be held accountable for negligently, willfully, maliciously or unlawfully damaging or destroying property of the District.**

Failure to abide by the above expectations and/or restrictions may be grounds for disciplinary action, up to and including termination of DCS use or employment, and may be a cause for further action pursuant to Federal or State Law.

NOTICE REGARDING SAFETY AND SECURITY: The Lake Shore CSD utilizes its video surveillance system as a safety and security tool. The surveillance of public areas is intended to observe and assist in protecting the security and property of the Lake Shore CSD and ensure the safety of its occupants while respecting and preserving individual privacy. The building surveillance systems, school bus surveillance systems and school bus global positioning systems are used to assure security and safety of students and school personnel. All information recorded by this technology is considered confidential and will only be used for official district and law enforcement purposes.

Lake Shore Central Acceptable Use Agreement:

(NOTE: All DCS users are required to sign this agreement even if you do not have a computer assigned to you, as computers are still available to you throughout the District, i.e. media centers.)

I have read and will comply with this Acceptable Use Agreement as well as District Policies 6470 & 6471. Further, I will comply with State and Federal Laws, including FERPA, the Children’s Internet Protection Act (“CIPA”), and any applicable copyright or trademark laws.

DCS User’s Name (please print): _____

DCS User’s Signature: _____ Date: _____

Please sign, date, and return this agreement to the Main Office of your “home school” building assignment by September 13, 2019.