

The Chambersburg Area School District has adopted a policy that sets the rules for the use of computers and networks, including the Internet. To use the computers and the Internet, all staff must sign this form of consent.

District Computer, Acceptable Use and Social Media Policy

The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1 are school board adopted policies and copies of which are available in the school office and on the District's Web site www.casdonline.org/IT/technologyforms.

General Rules

1. Since all computer equipment is inventoried and assigned to a particular location, the Technology Department must approve removal to different locations in advance. Please place a service request in MySchoolBuilding.
2. Computer hardware may not be exchanged, moved or tampered with in any way.
3. Laptops, netbooks, iPads, iPod Touches, Kindles, Smartphones, communications/network-aware technologies, and new technologies as they become available (hereafter referred to as electronic devices) are allowed only under the following guidelines:
 - a. Electronic devices are provided to employees to support education. Any privately-owned devices approved for use, the district retains the right to search that device including but not limited to the contents of the hard drive, files, removable media, connected devices, or any electronic devices contained therein.
 - b. The school is not responsible for lost/stolen/damaged devices.
 - c. Connecting non-district equipment to the district network is not allowed at any time.
 - d. The creation of a wireless hotspot or any method of creating an ad-hoc wireless or wired network allowing other users or devices to intentionally or unintentionally connect is not allowed at any time.
 - e. All guidelines for appropriate use must be adhered to, including but not limited to:
 - i. the express prohibition of viewing or transmitting of offensive material, hate mail, discriminating remarks, obscene or pornographic material, obscene, harassing, racist, sexist, or abusive language.
4. Use of computing equipment, network access, email and Internet will be used to support the school curriculum, the educational community, projects between schools, communication, and research for school students, teachers and administrators in a manner consistent with Board Acceptable Use Policy 815 and Social Media Policy 815.1.
5. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. Extreme caution should be used when committing confidential information to electronic messages, as confidentiality cannot be guaranteed.
6. All email accounts are owned by the CASD and are therefore not private. The District retains the right to review, audit, intercept, access, archive, and disclose all messages created, received or sent over the network, electronic mail system, or utilizing any district equipment, as necessary. This includes but is not limited to emails, instant messaging, blogging, twitter, social networking, and other forms of electronic communication.
7. No viewing of offensive material, hate mail, discriminating remarks or obscene or pornographic material is allowed at the District.
 - i. Staff may not use any form of obscene, harassing, racist, sexist or abusive language on-line or in any form of communication.
8. Students, faculty, staff and administrators should keep passwords private and never reveal them to anyone. Passwords should be changed immediately (contact the Technology Department) if there is any reason to believe that your current password is no longer secure.
9. Access to the network is password protected. The user in whose name a system account is issued will be responsible at all times for its proper use.
10. The network should not be used to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.

Staff Acknowledgement and Consent

I have received, read, and understand the Acceptable Use of Communications and Information Systems Policy # 815, Social Media Policy # 815.1, and Social Media Administrative Regulation and will comply with them. If I have further questions, or need a copy of the Policies and/or Administrative Regulations I will ask my Principal or Supervisor. Additionally, I understand that if I violate the Policies, Administrative Regulation, other School District policies, regulations, rules, or procedures I am subject to the School District's discipline, and could be subject to social media, ISPs' and websites' requirements, as well as local, state and federal laws, rules, and procedures, whether civil or criminal.

Printed Name _____

Signature _____ Date _____

Building/Location _____ Position/Title _____



NETWORK ACCOUNT REQUEST FORM

This form shall be completed by the staff member or guest user who needs an account. The employee or guest shall return the completed form to **The Technology Department at the Administration Building**. The appropriate accounts will be setup within **ten** business days (excluding absences due to illness, vacation or other scheduled activity) upon receipt of this request. Please print or type all information (except signatures).

*Note: Failure to **complete** this form in **full** may delay in account activation.*

EMPLOYEE NAME

Last Name:

First Name:

Title:

(Please print or type your LEGAL last and first name)

(Miss, Ms., Mrs. Mr, Dr.)

☐ New Hire

☐ LTS

☐ Student Teacher

☐ Contractor
(LIU, ETC.)

☐ Guest

Job Title:

Location:

Grade Level:

Replacement
For:

Replaced
Person:

☐ Retired
☐ Resigned
☐ Other
☐ Transferred
Transferred to:

Start Date:

End Date: (if applicable)

*Please enter the **first two letters** of your last name and the **last four digits** of your social security number to create your YSOFT pin for printing purposes in the district.*

YSOFT PIN:

FOR TECHNOLOGY USE ONLY

RECEIVED:

USERNAME:

PASSWORD:

SIRS: ☐

TLXE: ☐

PERFORMANCE TRACKER: ☐

YSOFT PIN: ☐

ACT 48: ☐

NOTES:

TRAINED: ☐

FOR HUMAN RESOURCE USE ONLY

Hire Date:

PPID

Name Verification

☐

AUTHORIZATION OF REQUEST

Approved By Administrator and/or Supervisor:

Date:

Over →