

EMPLOYEE ACCEPTABLE USE OF THE COMMUNICATION AND INFORMATION SYSTEMS (CIS)
POLICY #815 & SOCIAL MEDIA POLICY #815.1

COMPUTER HARDWARE & SOFTWARE

The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. Assessed costs for unreasonable damage must be paid to the office and a receipt will be issued. Willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.

COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES

Staff are required to fully **read and sign** the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. 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 current versions are always online at the District's website located at <https://www.casdonline.org/Page/1616>.

Policy 815.1 addresses Social Media and a current version can also be found at <https://www.casdonline.org/Page/1616>. When using social media, District Staff are responsible for complying with the School District's policy and CASD's Social Media Administrative Regulations – Employees.

COMMUNICATION

Microsoft Exchange is a secure environment for the staff of Chambersburg Area School District to communicate easily with other employees. Microsoft Exchange is made available to all staff. Sapphire Community Web portal is in place to communicate with parents, students and employees with accounts. These communications include but are not limited to, report cards, progress reports, attendance and discipline. The Portal provides qualified users with a variety of services. SchoolMessenger is used for communication from a District level important and timely messages to staff, students and parents.

CIS ACKNOWLEDGMENT AND CONSENT

Employees

As an employee of the School District, I have received, read, and understand the Acceptable Use of the Communications, and Information Systems (CIS) Policy # 815. In addition, I reviewed the Policy with my students and answered questions they asked and will continue to do so. If I have any further questions I will ask the Building Principal or Department Supervisor. I agree to abide by the Policy, other School District policies, regulations, rules, and procedures. Additionally, I understand that if I violate this Policy, and/or other School District policies, regulations, rules, or procedures I am subject to the School District's discipline, could be subject to the Internet Service Provider terms, as well as local, state, and federal laws and procedures.

Name of Employee

Signature of Employee

Date of Signature



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:

Phone Number:

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:

SIS: ☐

GRADES: ☐

WEBSITE: ☐

YSOFT PIN: ☐

SPEC ED: ☐

PHONE NUMBER TO CONTACT FOR TRAINING:

() -

NOTES:

TRAINED: ☐

FOR HUMAN RESOURCE USE ONLY

Hire Date:

PPID

Name Verification ☐

AUTHORIZATION OF REQUEST

Approved By Administrator and/or Supervisor:

Date:

Over →