

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 optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Any and all costs incurred by the School District for repairs and/or replacement of software, hardware and data files and for technological consultant services due to any of violation of the School District's policies and/or legal requirement shall be paid for the User who causes the loss.

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