

HASTINGS-ON-HUDSON
UNION FREE SCHOOL DISTRICT

27 Farragut Avenue
Hastings-on-Hudson, New York 10706
Phone (914) 478-2900
www.hohschools.org

Network Access Administration / Teachers and Staff

Your network access and email address will be activated once you are approved by the Board of Education. You will be notified by your building principal or assistant principal when your access is available.

Please print legibly:

Name: _____ Title and/or Teach ID: _____

Department/Grade Level: _____ Location/Bldg: _____

Home Address: _____

City: _____ St: _____ ZIP: _____

Primary Phone(s): _____ Email: _____

Acceptable Use Policy

I have read and understand the District Technology Acceptable Use Policy. By signing this form, I agree to abide by the rules, policies, and regulations set forth in this policy.

Signature: _____ Date: _____

Please Sign & Complete Above and Return to Personnel

OFFICE USE ONLY

District Requestor: _____ Initial: _____

Network/System access for employee number: _____ Expiration date: Y/N Date: _____

Notes: _____

Network Account Types: Administration Teacher Staff Substitute(*specify*) _____

Network Email Google Telco/VM Connect Ed Schoolwires eSchoolData

Personnel: _____ Network Sp: _____ Data: _____ TelcoVM#: _____

Date: _____ Date: _____ Date: _____ Date: _____

User has been made aware of applicable information via email to their account provided above.

8630 ACCEPTABLE TECHNOLOGY USE

(formerly 6470)

The intent of the Hastings-on-Hudson Union Free School District is to make access to technology available to further the district's educational goals and objectives. To this end, the use of a technology account and/or access must be consistent with the educational objectives of the Hastings-on-Hudson Union Free School District.

Staff Responsibilities

Technology users agree to follow the District Acceptable Use Policy when using Technology provided by the Hastings-on-Hudson Public Schools. Staff and other users of District technology agree to abide by the following regulations:

- 1) Use of the District computer network must be in support of education and research.
- 2) Staff use of the District's computer system ("DCS") is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District office.
- 3) To transmit, load, or knowingly receive any materials in violation of any United States or state laws and/or regulations is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic or obscene material, material protected by trade secret, or copyright and other intellectual property laws.
- 4) Network accounts are to be used only by the authorized owner of the account. Users shall not seek to learn or change or share other users' passwords, modify other users' files or data, or otherwise impersonate other users of the network.
- 5) Each user will be responsible for any action performed under his or her login name, regardless of whether he or she performed the action.
- 6) Users shall not intentionally disrupt the use of the network or devices attached to the network.
- 7) Users agree that hardware, software, or other network devices or resources shall not be destroyed, modified, damaged, or abused in any way.
- 8) Malicious use of network or the Internet to harass other users, infiltrate a computer or computer system, damage the software components of a computer or computer system (e.g., to create viruses) is prohibited.
- 9) The use of electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of network privileges. Users are required to follow District policy and network procedures. The supervising staff member will determine what is appropriate, and the user may have his or use denied, revoked or suspended.
- 10) Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should NOT expect that information stored on the DCS will be private.
- 11) Software is protected by copyright and other laws: therefore users will not make unauthorized copies of software or media found on school computers, nor give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain.
- 12) Users shall not download or install software on District computers without written authorization from the Director of Technology or persons authorized to manage the network.
- 13) Users should follow the copyright and fair use guidelines when utilizing information from the Internet. These guidelines include proper citation and attribution when referring to download text, images, and other media.
- 14) Users information is confidential. Users should not reveal any identifying personal information such as their name or email address to others.
- 15) Posting by any District employee of any photographs or video featuring students, with or without identifying the student by name, on the District website, newsletters and emails will only be allowed if the parent or person in parental relation has not signed the District's "opt out" form. This form is included in the information packet mailed to families prior to each school year. Signing it signifies that a child's image may not be used in any of the above formats. Regardless of the parent's opt-out choice, no use of student photos and videos is permitted on social media by any employee of the district.
- 16) Users may not access or participate in chat rooms, blogs, online discussion groups or social networking site unless prior approval from appropriate personnel/staff is received.

17) The use of district technology for commercial purposes is prohibited.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence such as actions that if successful or if carried out as intended, would result in a policy violation. Failure to abide by the above policy will result in suspension of technology access privileges, financial liability for damages, other disciplinary action, and in some circumstances, may result in criminal liability.

District Responsibility

The Hastings-on-Hudson Union Free Public Schools will allocate resources in an effort to provide a safe internet experience for all users. This Acceptable Use Policy is adopted and enforced in furtherance of that goal. However, it is important to note that, even though the District may use technical or manual means to regulate access and information including internet filters to help prevent users from accessing inappropriate information on the internet in accordance with the Children's Internet Protection Act [Pub. L. 106-554 and 47 USC 254(h)], these methods do not provide a fool proof means of enforcing the provisions of this policy and its goals. In accordance with the CIPA legislation, filtering may be disabled by staff for purposes of bona fide research when prior written approval is provided by the Director of Technology and/or an authorized network administrator.

Adopted: 01-13-03

Revised: 06-18-07

Renumbered: 2/5/14

Revised: 1/22/18

Hastings-on-Hudson Union Free School District