



Amherst, Pelham, and Amherst-Pelham Regional Public Schools

Network Account Application Form

I _____ am applying for network access to the Amherst, Pelham, and Amherst-Pelham Regional Public Schools for the purpose of collaborating with staff and accessing other electronic resources via the network.

By signing this document, I acknowledge that I have received a copy of the Acceptable Use Policy, which is also available in the Staff Handbook at <https://goo.gl/cqUR5v>. I understand that failure to comply with the policy will constitute immediate deactivation of the network account and other penalties may apply.

Intern/Student Teacher Signature

Date

Intern/Student Teacher Information (Please Print)

Full Name: _____
First Last D.O.B. (MM/DD/YY)

School Staff

Requested By: _____
First Last Location

Start Date (MM/DD/YY) End Date Date Submitted

Approved: _____
Building Principal's Signature

For Human Resources Only

CORI Status: _____

ACCEPTABLE USE POLICY – TECHNOLOGY

The Amherst, Pelham, and Amherst-Pelham School Districts are pleased to bring access to the district networking facilities, including Internet and email access, to employees and students. Our goal in providing this network service to teachers, staff, and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

With access to the Internet, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We acknowledge the existence of inappropriate material on the Internet, including, but not limited to, any materials not in support of the system’s curriculum, and shall do everything we can to actively restrict access to them; however, no combination of hardware and software can guarantee complete control of unacceptable material. It should be clearly understood by all employees that access to such material in any form is strictly prohibited.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Detailed guidelines are attached as an addendum to this employee handbook so that users are fully aware of the responsibilities of Internet and network use. In general, this requires a commitment to efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access could be denied.

Specific rules and guidelines regarding use of the Internet are attached to this Handbook as an Addendum and are subject to change as found on the www.arps.org website. Please read this Addendum carefully and abide by its’ contents. Summary information about the Acceptable Use Policy is as follows:

1. Acceptable Use – The purpose of network and Internet access is to support research and education. The use of your account must be in support of education and research and consistent with the educational objectives of the Amherst, Pelham, and Amherst-Pelham Regional School District. Use for commercial activities is not acceptable. Installation of any personal software or instant messaging is prohibited as well.
2. Privacy – The district network, the Internet and the ARPS web pages are “public places” shared with other users. Access is granted to users as a privilege and not a right; therefore, ARPS hereby notifies all users that:
 - a. there is no right to privacy for communication, including email, and
 - b. any and all traffic on the district network and individual school local area networks shall be monitored to ensure that the network continues to function in a proper and appropriate manner for all users.
3. Liability – The Amherst, Pelham, and Amherst-Pelham Regional School District shall make no warranties of any kind, either expressed or implied, that the functions or the service provided by or through the district’s networks will be error free or without defect. ARPS will not be responsible for any damage users may suffer, including but not limited to loss of data or interruptions of service. ARPS shall not be responsible for the accuracy or quality of the information obtained through or stored on the system. ARPS shall not be responsible for financial obligations arising through the unauthorized use of the system. ARPS shall not be responsible for any copyright violations or any other illegal use of the Internet.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the ARPS network on Internet access, you must notify an administrator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual.
5. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data or property of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses and/or hacking.

MEDIA POLICIES IMPORTANT MEDIA RULES

All media requests must go through the Office of the Superintendent. Direct all calls to (413) 362-1810.

We may approve for you or someone in your division to speak to a reporter covering a story; if this is the case, we will communicate that approval with you and your director.

SOCIAL MEDIA POLICY

ARPS's current Social Media Regulations are available in the [Boundaries List](#).

SOCIAL MEDIA PAGES

The Office the Superintendent manages the ARPS' social media pages on behalf of ARPS' schools and programs. All staff are encouraged to connect with the Office of the Superintendent to share information on the district pages, send updates about the school work or program(s) to be distributed on the following social media channels:

- Twitter: @ARPSMA <https://twitter.com/ARPSMa>
- YouTube: Amherst Regional Public Schools <https://goo.gl/a9cczt>
- LinkedIn: <http://www.linkedin.com/company/ARPS>
- Amherst Media.org
- Facebook: Amherst Regional Public School @ARPS.org
- Instagram: arps_org