

## Scotia-Glenville Central School District

### 4360-F STAFF ACCESS RELEASE AUTHORIZATION FORM - 4360-F

Computer and internet access is available to employees of the District for the purposes of resource sharing, innovation, communication, cooperation, and collaboration.

Prior to accessing the District's network all employees must carefully read and understand the terms and conditions set forth in the District's policies and regulations relating to the acceptable use of the network.

Your signature, below, indicates that you have received, read, and understood the contents of the following policies and regulations: Internet Safety/Internet Content Filtering Guidelines (4355/4355R); Staff Use of Computerized Information Resources (4360/4360R).

***I acknowledge my receipt and understanding of Board of Education Policies 4355, 4355R, 4360, and 4360R. I agree that I will adhere to the procedures, requirements, and prohibitions set forth therein.***

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USER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please complete the following User Information: (please print)*

Name: \_\_\_\_\_  
(First) (Middle Initial) (Last)

School/Building: \_\_\_\_\_ Department: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

*To be completed by IT Department:*

LOGIN ID: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

## Scotia-Glenville Central School District



To: Staff

Subject: User Information Package

Attached is a User Information Package which explains your responsibilities when using the Scotia-Glenville Network, and the process for establishing your new accounts (network and email).

Please read the entire package, then SIGN and RETURN the **Access Release and Authorization Form** to the IT Department at the District Office. The other parts of the package are yours to keep.

Your account will be created three days after receipt of the Access Release and Authorization Form. Three days after you hand in your Access Release and Authorization Form please call the NERIC service desk at 862-5400 to receive your temporary password. You will be prompted to change your password when you first log in. To log in from home use the following URL.

<http://www.scotiaglenvilleschools.org/staffpages/staffpage.cfm>

**Note:** You must **SIGN** and **RETURN** the Access Release and Authorization **Form** to receive your account. (This type of process is common in many school districts around the country. It helps ensure your awareness of how technology is being implemented. )

**Other Accounts:** If you need other accounts or expanded permissions your supervisor must submit a Service Desk ticket with specific details requesting the account(s).

**Assistance:** Call 862-5400, URL for Service Desk <https://bocescr.service-now.com>

**Please return signed Access Release and Authorization Form(s) to the IT Department at the District Office.**

Enclosures:

Technology Ethics Statement/Acceptable Use Procedures/Internet Safety Policy  
STAFF Access Release Authorization Form

# Scotia-Glenville Central School District

## Acceptable Use Procedures

### Network Use:

The function of the Scotia-Glenville CSD Network is to further education and research and to promote exchange of information consistent with the Scotia-Glenville CSD Mission.

Scotia-Glenville CSD is not to be used for commercial business nor used for political or religious purposes.

- ❖ Any use of Scotia-Glenville CSD Network for illegal activity is prohibited.
- ❖ Use of Scotia-Glenville CSD Network to access obscene or pornographic material is prohibited.
- ❖ Sending material likely to be offensive or objectionable to recipients is prohibited.
- ❖ Using computer programs that harass Scotia-Glenville CSD users, infiltrate a computing system, or damage the hardware or software components is prohibited.
- ❖ When using Scotia-Glenville CSD Network to access outside resources, you must conform to the outside resource's "Acceptable Use Policies".
- ❖ You will make the most efficient use of Scotia-Glenville CSD Network resources to minimize interference with others.

### Account Security:

- ❖ You will not share your Scotia-Glenville CSD Network account with anyone nor leave the account open or unattended.
- ❖ You will keep your network and system accounts & passwords confidential and not accessible to others.
- ❖ When possible, you will regularly change your passwords, using combinations of letters and numbers, while avoiding common English words and names.

### Software Data:

- ❖ The illegal installation of copyrighted software or files onto District computers is prohibited.
- ❖ Installation of any software on District computers must be coordinated with the IT Department office.
- ❖ You are responsible to take precautions to prevent the proliferation of viruses between your own equipment, Scotia-Glenville CSD's equipment, and any equipment accessed via Scotia-Glenville CSD Network.
- ❖ You will not improperly access, misappropriate, or misuse the files, data, or information of others.
- ❖ You are personally responsible for making back-up copies of the critical documents not stored on the Scotia-Glenville CSD Network.

### Hardware/Equipment:

- ❖ You will not improperly access, misappropriate, misuse or abuse District communications and technology equipment.
- ❖ You will not add, remove, or re-locate any equipment (e.g. computers, printers, phones, network cards, cables) from any District network without prior coordination with the IT Department Office.

### Electronic Mail (E-mail & Files):

Scotia-Glenville CSD E-mail is provided for the exchange of information consistent with the mission of the Scotia-Glenville CSD.

- ❖ It will not be used for commercial offerings of products or services or to solicit products or services.

- ❖ It will not be used for political or religious purposes.
  - ❖ E-mail messages and data files are subject to District review at any time.
  - ❖ E-mail messages should be regularly deleted from your mailbox to conserve storage space.
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*Interpretation, application, and modification of these Acceptable Use Procedures are within the sole discretion of the Scotia-Glenville Central School District. Any questions or issues regarding these procedures should be directed to the IT Department office.*

*Violation of any conditions of use described here, in the District's Technology Ethics Statement, or the Internet Safety Policy is cause for disciplinary action.*

# Scotia-Glenville Central School District

## Technology Ethics Statement

*Unless otherwise specified, the following shall apply equally to students, employees, volunteers and contractors employed by the Scotia-Glenville Central School District. Employees, volunteers, and contractors may have additional obligations owing to the nature of their positions or access privileges.*

The Scotia-Glenville Central School District Network is comprised of local and wide area technology networks which link Scotia-Glenville Schools, various District offices, and provide access to public networks. Scotia-Glenville Central School District Network is to be used to further communication, education, research and information consistent with the mission of the Scotia-Glenville CSD. All messages and documents created or transmitted on Scotia-Glenville CSD are the property of the District, and the District has the right to supervise the use of such property. Each person requesting access to Scotia-Glenville CSD Network must complete an *Access Release and Authorization Form*. Any use of Scotia-Glenville CSD Network without authorization is prohibited.

**Copyrighted Software:** Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

**Site Licensed Software:** Site licensed software can be used on any equipment at the site for which it was purchased. This software can be legally copied to any equipment at the site belonging to the licensee. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any installed site licensed software shall be removed.

**Network Use Software:** Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server, and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.

**Concurrent Use Software:** This type of software is the same as network use software, except that it can be copied to workstations, if regulated by a metering program.

**Single License Software:** Single license software can be owned by the District. Such software shall not be copied to multiple machines or media in violation of the license agreement. The District does not allow personal software to be loaded on District machines. Only the license software owned by the District may be installed.

**Property Rights:** The District has the right to specify who uses its equipment, what information is contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Use of District equipment and software for personal business is prohibited and violators are subject to disciplinary action.

No person shall have exclusive use of District equipment unless authorized by the Superintendent/designee.

**Data Security:** The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

**False Entry/Alteration:** No student, volunteer, or District employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District. Nor shall any student open or alter official school documents or private documents, either paper or electronic.

**Enforcement:** The District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone who violates such laws shall be subject to suit for civil/criminal damages as well as prosecution by the District to the full extent of the law.