

## EMPLOYEE AGREEMENT EXHIBIT

### Introduction

Computer/Internet access is available to employees in the district. Our goal in providing computer access to our employees is to promote educational excellence by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

### Scope

Internet access is provided by an Internet Service Provider under contract with the East Greenbush School District. With access to computers and people all over the world comes the availability of materials that may be considered to be inappropriate, unacceptable or possibly illegal or of no educational value in the context of the school setting. The East Greenbush Central School District has initiated reasonable safeguards to restrict access to inappropriate materials.

The connection to the Internet from the East Greenbush School System is being filtered by a proxy server. Employees who access or attempt to access inappropriate or illegal Internet sites may be identified through a filtering and monitoring system and may be subject to discipline, as defined in the East Greenbush Central School District Code of Conduct.

### Terms and Conditions of this Acceptable Use Agreement

The signature indicates the party has carefully read and understood the terms and conditions of appropriate use.

1. Acceptable Use: The use of an assigned account must be in support of education, business, research and/or within the educational, professional developmental goals, roles, responsibilities and objectives of the East Greenbush Central School District. The use of personal electronic devices for educational purposes consistent with District policies and regulations is considered an acceptable use.
2. Privileges: The use of computer/Internet resources is a privilege, not a right.
3. Network Etiquette: Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include:
  - a. Be polite. Never send or encourage others to send abusive messages. Use appropriate language. You may be alone on a computer, but what you write, send, or receive can be viewed globally. Remember that you are a representative of your school and the East Greenbush Central School District on a non-private system.

- b. Do not use the district computer network in any ways that would disrupt network use by others. Use electronic mail appropriately. Do not send advertisements or solicitations, or things of that nature. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Use Policy, must be reported to the appropriate local principal/supervisor or system administrator.
  - c. Do not reveal personal information, such as home address, phone numbers, passwords, credit card numbers, social security numbers or organization or team membership. This also applies to personal information about others.
4. Unacceptable Network Use: Transmission or receipt of any inappropriate material or material in violation of law or district policy, including but not limited to policy #4526, regulation #4526-R, policy #8630, and regulation #8630-R is prohibited. This also includes but is not limited to copyrighted material; threatening or obscene material; material protected by trade secrets; the design of or detailed information pertaining to explosive devices, criminal activities or terrorist attacks; sexism, sexual harassment or cyberbullying; pornography; gambling; illegal solicitation; racism; and inappropriate; commercial activities by individuals or for-profit institutions; use of product advertisement, or political lobbying. Illegal or inappropriate activities or activities of any kind that do not conform to the rules, regulations and policies of the East Greenbush Central School District are forbidden.
5. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the school district network or the Internet. Vandalism also includes, but is not limited to abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use.
6. Security: Security on any computer is a high priority because of multiple users. Do not use another individual's account or log onto the system as the system administrator. If you identify a security problem, notify the principal/supervisor or system administrator.
7. Updating: If any information on your account changes (e.g., phone number, location or address), it is your responsibility to notify the system administrator.
8. Service Disclaimer: The East Greenbush Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The East Greenbush Central School District will not be responsible for any damages you suffer while on this system. These damages may include, but are not limited to loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by

the system is at your own risk. The East Greenbush Central School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

9. Waiver of Privacy:
- a. The district has the right to monitor and/or review any and all aspects of its system including, but not limited to, data saved on the system or personal computers owned by the district, sites that system users visit on the Internet, chat groups and news groups, and e-mail sent and received by system users.
  - b. System users waive any privacy rights in anything created, stored, reviewed, sent or received on the System.
  - c. System users should be aware that their personal files are discoverable under New York State laws.
10. District Limitation of Liability: The District makes no warranties of any kind, either express or implied, that the functions or the services provided through the district system will be error-free or without defect. The district will not be responsible for any damages system users may suffer, direct or indirect, including but not limited to financial loss, data loss, or interruption of service. The district is not responsible for the accuracy or quality of the information created, stored, reviewed, sent or received on the system.

*I have reviewed the User Agreement and understand that Internet sites are filtered by the East Greenbush School District and that all activity on the school district network and Internet use may be monitored. I hereby agree to comply with the above described conditions.*

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adoption date: December 20, 2006

Updated: August 26, 2009, April 27, 2010, November 12, 2014

## STUDENT AGREEMENT FOR COMPUTER NETWORK USE

### Introduction

Computer/Internet access is available to students in the district. Our goal in providing computer access to our students is to promote educational excellence by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

### Scope

The smooth operation and use of the network, including individual computers, relies upon proper conduct of the students who must adhere to strict guidelines, rules, and regulations. User agreements are designed so that students are aware of the responsibilities they take upon themselves. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Internet access is provided by an Internet Service Provider under contract with the East Greenbush Central School District. With access to computers and people all over the world comes the availability of materials that may be considered to be inappropriate, unacceptable or possibly illegal or of no educational value in the context of the school setting. The East Greenbush Central School District has initiated reasonable safeguards to restrict access to inappropriate materials.

The connection to the Internet from the East Greenbush School System is being filtered by a proxy server. Students who access or attempt to access inappropriate or illegal Internet sites may be identified through a filtering and monitoring system and may be subject to discipline, defined in the East Greenbush Central School District Code of Conduct.

### Terms and Conditions of this Acceptable Use Agreement

The signature indicates the party has carefully read and understood the terms and conditions of appropriate use.

1. Computer Use: Computer use means that a student uses the Internet and other resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. The use of personal electronic devices consistent with District policies and regulations is considered an acceptable use.
2. Privileges: The use of computer/Internet resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action. The principal, teacher/supervisor or system administrator may

limit, suspend or revoke access to the school district network and/or Internet.

3. Network Etiquette: Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include:
  - a. Be polite. Never send or encourage others to send abusive messages. Use appropriate language. You may be alone on a computer, but what you write, send, or receive can be viewed globally. Remember that you are a representative of your school and the East Greenbush Central School District on a non-private system.
  - b. Do not use the district computer network in any ways that would disrupt network use by others. Use electronic mail appropriately. Do not send advertisements or solicitations, or things of that nature. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Use Policy, must be reported to the appropriate local principal/supervisor or system administrator.
  - c. Do not reveal personal information, such as home address, phone numbers, passwords, credit card numbers, social security numbers or organization or team membership. This also applies to personal information about others.
4. Unacceptable Network Use: Transmission or receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes but is not limited to copyrighted material; threatening or obscene material; material protected by trade secrets; the design of or detailed information pertaining to explosive devices, criminal activities or terrorist attacks; sexism, sexual harassment or cyberbullying; pornography; gambling; illegal solicitation; racism; and inappropriate; commercial activities by for profit institutions; use of product advertisement or political lobbying. Illegal or inappropriate activities or activities of any kind that do not conform to the rules, regulations and policies of the East Greenbush Central School District are forbidden.
5. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the school district network or the Internet. Vandalism also includes, but is not limited to abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use.

6. Security: Security on any computer is a high priority because of multiple users. Do not use another individual's account or log onto the system as the system administrator. If you identify a security problem, notify the principal/supervisor or system administrator.
7. Updating: If any information on your account changes (e.g., phone number, location or address), it is your responsibility to notify the system's administrator.
8. Service Disclaimer: The East Greenbush Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The East Greenbush Central School District will not be responsible for any damages you suffer while on this system. These damages may include, but are not limited to loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system is at your own risk. The East Greenbush Central School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
9. Waiver of Privacy:
  - a. The district has the right to monitor and/or review any and all aspects of its system including, but not limited to, data saved on the system or personal computers owned by the district, sites that system users visit on the Internet, chat groups and news groups, and e-mail sent and received by system users.
  - b. System users waive any privacy rights in anything created, stored, reviewed, sent or received on the System.
  - c. System users should be aware that their personal files are discoverable under New York State laws.
10. District Limitation of Liability: The District makes no warranties of any kind, either express or implied, that the functions or the services provided through the district system will be error-free or without defect. The district will not be responsible for any damages system users may suffer, direct or indirect, including but not limited to financial loss, data loss, or interruption of service. The district is not responsible for the accuracy or quality of the information created, stored, reviewed, sent or received on the system.

Student Name: \_\_\_\_\_

*I have reviewed the User Agreement with my child. I understand that my child may be subject to appropriate consequences for inappropriate or unacceptable use of computer/Internet resources.*

Parent or Guardian Name (please print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adoption date: December 20, 2006

Updated: August 26, 2009, November 12, 2014

## COMMUNITY USER AGREEMENT FOR COMPUTER NETWORK USE

Community use of the district's computer labs will be through approved community education programs in the East Greenbush Central School District. Access to the labs and district computers will be through a continuing education course of study and/or district committee. Community use will not occur during the regular school day. Community users will be required to meet the approved policies and guidelines of the district to be eligible for use of the system.

I have reviewed the Acceptable Use Policy and System User Rules governing use of the East Greenbush Central School District's computer system. I understand and will abide by the provisions of the Computer Network for Education Policy (4526) and Regulations (4526-R).

I realize that access to most files on the Internet is uncensored, including those which are indecent and/or inappropriate, and understand that accessing such inappropriate material will not be tolerated and will result in an immediate loss of privilege to access the Internet from school facilities.

I further understand that any violation of either Policy and/or Regulations is unethical and may also constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and appropriate legal action may be taken against me.

### Waiver of Privacy:

- a. The district has the right to monitor any and all aspects of its system including, but not limited to, data saved on the System or personal computers owned by the district, monitoring sites that System Users visit in the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by System Users and reviewing e-mail sent received by System Users.
- b. System Users waive any privacy rights in anything created, stored, reviewed, sent or received on the System.
- c. System Users should be aware that their personal files are discoverable under New York laws.

### District Limitation of Liability

The district makes no warranties of any kind, either express or implied, that the functions or the services provided through the district system will be error-free or without defect. The district will not be responsible for any damages System Users may suffer, direct or indirect, including but not limited to, financial loss, or interruptions of service. The district is not responsible for the accuracy or quality of the information created, stored, reviewed, sent or received on the System.



**4526.1-E.3**

*I have reviewed the User Agreement and understand that the Internet sites are filtered by East Greenbush Central School District and that all activity on the school district network and the Internet use may be monitored. I hereby agree to comply with the above described conditions.*

User's Full Name (please print) \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adoption date: December 20, 2006