

ACCEPTABLE USE POLICY**STAFF AGREEMENT FORM**

You have requested access to the Cobleskill-Richmondville Computer Network. This access includes the use of District owned hardware, software and connections to computers through the Internet, which would connect you with educational resources all over the world. In accepting an account, you accept the responsibility of using the network and related resources in an appropriate manner. Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of school computers and the network.

Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The District may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying procedures. Staff should **NOT** expect that information stored on the district computer system will be private. It shall be each individual user's personal responsibility to be aware of the potential for and possible effects of manipulating electronic information and to verify the integrity and authenticity of information that he or she compiles or uses from the Internet.

Each individual user is responsible to recognize and respect the diversity of the population and the opinions of other Internet users; to behave ethically; and to comply with the legal restrictions regarding the use of the information resources. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive and/or adult-oriented will be deemed a violation of this policy which could result in disciplinary and/or legal action against the violator.

Please read the Cobleskill-Richmondville Acceptable Use Policy and complete this form to indicate that you agree to the terms and conditions outlined. District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal; and state law. Your signature is required before access may be granted to the C-RCS Network.

As an employee of the Cobleskill-Richmondville Central School District and a user of the computer network, I have read and hereby agree to comply with the Acceptable Use Policy.

Signature: _____ Date: _____

Name (Please Print): _____

Primary Work Location: _____

Job Title: _____

Home Address: _____

Home Telephone: _____ Day Telephone: _____

Please complete this form and return to Jim Meigel at the Golding Building.
Within a few days, you will be informed of your userid and initial logon password.
If you have any questions or concerns, please contact the
District Technology Coordinator - Jim Meigel at 234-4032.