

COMPUTER, INTERNET AND E-MAIL USE AGREEMENT

COMPUTER USE

The Putnam Valley School District employs computers as one way of enhancing its mission to teach the skills, knowledge, and behavior that students will need as successful and responsible adults. Teachers and staff are issued a laptop computer to assist them in the training of students. Additionally, computers will be used for record and attendance keeping and communications among administration and staff.

The following regulations refer to the use of any and all computers within the School District:

- A. No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
- B. No software shall be installed on a district owned computer, unless it is approved by the district and installed by a Computer Specialist working for the district.
- C. At no time will a computer, not owned by the district be connected to the district network unless done so by and with the permission of the Network Administrator.
- D. Each person will respect the rights of others to the privacy of the files they store on a computer or disk and not view those files without the owner's permission to view or alter these files.
- E. No district owned computer will be used for illegal or unlawful use. This includes, but is not limited to: copyrighted material; threatening or obscene material; expressions of bigotry, racism, or hate; or material protected by trade secret.

INTERNET USE

The Internet is available to staff and students of Putnam Valley Central Schools as a resource to promote educational excellence and communication in accordance with Policy 8630. The following regulations are in effect relating to use of the Internet:

- A. No person will deliberately access educationally inappropriate materials or show others how to do the same.
- B. The Internet will not be used for illegal or unlawful use. This includes items listed above.
- C. Vandalism, defined as any malicious attempt to harass or destroy data of another user, the Internet, or any networks that are connected to the Internet is prohibited. This includes, but is not limited to the downloading, uploading or creation of computer viruses.
- D. Attempts to log on to the Network as a System Administrator will result in immediate and permanent cancellation of network privileges.
- E. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet through the School District.
- F. Any possible problems with Internet Security must be reported immediately to the Computer Network Administrator. No attempt to correct or demonstrate the problem should be made by the user.
- G. Warranties: the school District makes no warranties of any kind, whether express or implied, for the service it is providing hereunder. The School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- H. At no time will a computer, not owned by the district, be connected to the district network in any way, unless done so by and with the permission of the Network Administrator.

E-MAIL REGULATIONS

This statement sets forth the Putnam Valley School District's regulation with regard to use of, access to, and disclosure of e-mail communications.

REGULATION

A. Permissible Uses of e-mail Communications

- a. Purpose of Use – the use of any Putnam Valley School District resources for e-mail communications should be related to Putnam Valley School District business including academic pursuits.
- b. Authorized Persons – Only faculty, staff, students and other authorized persons conducting Putnam Valley School District business may use the e-mail communication systems.

B. Prohibited Uses

- a. Personal or Commercial Purposes – Putnam Valley School District resources for e-mail communication shall not be used for personal or commercial purposes. Incidental and occasional personal use of e-mail may occur when such use does not generate a direct cost for the Putnam Valley School District.

- b. Other Prohibited Use – Other prohibited e-mail communications include, but are not limited to:
 - i. Use of e-mail communications to send copies of documents in violation of copyright laws.
 - ii. Use of e-mail communications to send messages, which are restricted by laws or regulations.
 - iii. Capture and “opening” of undeliverable e-mail communication except as required for authorized employees to diagnose and correct delivery problems.
 - iv. Use of e-mail communications to intimidate others or to interfere with the ability of others to conduct Putnam Valley School District business.
 - v. Use of e-mails to send videos, music, or any other materials that could be construed as offensive, vulgar or of an inappropriate nature.
 - vi. “Spoofing,” i.e., constructing e-mail communication so it appears to be from someone else.
 - vii. “Snooping,” i.e., obtaining access to the files or communications of others.
 - viii. Attempting unauthorized access to data or attempting to breach any security measures on any e-mail communication system, or attempting to intercept any e-mail communication transmissions without proper authorization.

C. Putnam Valley School District Access and Disclosure

- a. Grounds Required for Access – The Putnam Valley School District reserves the right to access and disclose the contents of faculty, staff, student, and other authorized users’ e-mail communications, The District will do so only when it has a legitimate need and only with appropriate authorization. Messages sent or received may be made available for review by any authorized Putnam Valley School District official for purposes related to Putnam Valley School District business (reference Policy No. 8630).
- b. Monitoring of Messages – The Putnam Valley School District will not monitor e-mail messages as a routine matter.
 - i. The Putnam Valley School District will inspect the contents of e-mail messages in the course of an investigation triggered by indications of misconduct, as needed to protect health and safety, or as needed to prevent interference with the academic mission of the institution, or as needed to locate substantive information required that is not more readily available by other means. The Putnam Valley School District will respond to legal processes and fulfill its legal obligations (reference Policy No. 8630)
 - ii. The contents of e-mail communications may be disclosed without permission of the employee if such disclosure is required to satisfy a legal obligation.

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I understand and I will abide by the above regulations. I further understand that any violation of the regulations above described is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, my school district may commence disciplinary proceedings against me, and I may be subject to appropriate legal action by my school district or others. Further, I will hold the Putnam Valley Central School District harmless against all damages, judgments, and attorneys fees that may be obtained against them arising out of my use of the Internet by accessing the Putnam Valley Central School District service from outside the school.:

PRINT NAME: _____

SIGNATURE: _____

SCHOOL/DEPARTMENT: _____

DATE: _____

**EMAIL ADDRESS: FIRST INITIAL OF FIRST NAME FOLLOWED BY COMPLETE LAST NAME
all in lower case**

TEMPORARY PASSWORD: changeme1617 _____

PLEASE RETURN IN A SEALED ENVELOPE TO MICHAEL LEE