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| A | TECHNOLOGY acceptable use agreement |
| **Note: This is a brief summary, with some additional provisions, of the Dallastown Area School District Policy 815. Acceptance of School Policy is a provision of employment.**  Purpose of Technology  Dallastown Area School District provides employees and students with access to technological hardware, the district's electronic communication system, hereinafter called the District Network, which includes wide area networks (WANS), Internet access from all buildings, and the virtual private network (VPN). The purpose of the District Network is to help prepare students for success in life and work, to increase intra-district communication, enhance productivity and to foster professional collaboration and growth. The District Network is designed for educational use. This includes classroom activities, professional or career development, and limited high-quality self-discovery activities.  **Services for Students Administration, Faculty and Staff**   * Wide Area Network, the Internet, Remote Access, and the VPN. * All technology devices (e.g. laptops, calculators, Kindles, iPods, etc.). * Websites - District, School or Class, Student and Extracurricular Organizations * Electronic mail (email) – professional and personal communications that adhere to District decency and professional standards.   Guidelines   * Student safety:   + Students shall not post personal contact information about themselves or other people.   + Students shall not agree to meet with someone they have met online without parental approval and participation.   + Students shall promptly disclose when they receive or view messages or material that is inappropriate or makes them feel uncomfortable. * Illegal Activities are defined as:   + Attempting to gain unauthorized access to the District Network or to any other computer system through the District Network. This includes logging in using another person’s account, accessing another person’s files and providing your password to another person. (Exception: bona fide members of the IT Department may request temporary access to assist you with a problem. You will be instructed to change your password after any such transaction.)   + Making deliberate attempts to disrupt the computer system performance or destroy data.   + Using the District Network for commercial purposes, including buying or selling goods or services.   + Using the system for political campaigning.   + Engaging in illegal acts, such as arranging for a drug sale, purchasing alcohol, engaging in criminal gang activity, threatening the safety of others, etc.   + Engaging in hate mail, discriminatory remarks, offensive/inflammatory communication, inappropriate language or profanity or the transmission of material likely to be offensive or objectionable to recipients.   + Engaging in unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.   Terms and Conditions of Use   * Respect for Privacy   + Do not re-post a message that was sent to you privately without written permission of the person who sent the message   + Do not post private information about another person in any forum, private or public * Respect Resource Limits   + Download large files only when absolutely necessary and during off-peak times   + Do not post chain letters or sending annoying or unnecessary messages to large numbers of people   + Check your e-mail daily; delete unwanted messages promptly. * Do not access inappropriate material * Know that users are fiscally and legally responsible for damages to equipment, systems and software resulting from deliberate or willful acts. * Understand that users have limited privacy in the contents of their personal files on the District Network. The district reserves the right to audit all content. * Understand that the district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District Network will be error-free or without defect. Dallastown Area School District will not be responsible for any damages you may experience. * Non-District computers may not be attached to the network without prior approval from the Network Manager or IT Director. In situations where access is denied, a temporary computer will be provided by the IT Department if requested by your building principal.   **Enforcement**   * Penalties may be imposed under one or more of the following: DASD regulations, Pennsylvania law, or the laws of the United States. * Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation. * Infractions by students may result in the temporary or permanent restriction of access privileges, suspension, and or expulsion. Those by a faculty or staff member may result in referral to the department chairperson or administrator for reprimand or possible dismissal. * Offenses which are in violation of local, state, or federal laws may result in the restriction of computing privileges, and will be reported to the appropriate DASD and law enforcement authorities. | |

CONTINUED ON THE OTHER SIDE

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| INSTRUCTIONS | | | | | | | |
| Read the Technology Acceptable use Agreement on the reverse side (Part A). Complete this application. Sign and send the completed form to Human Resources. | | | | | | | |
| B | **APPLICANT’S INFORMATION** | | | | | | |
| LAST NAME | JR, ETC. | | FIRST NAME | | | MIDDLE INITIAL | |
| PHONE (home) | HOME ADDRESS | | | | | | |
|  |  | |  | |  | | |
| PHONE (work) | ROOM NUMBER | | BUILDING | | DEPARTMENT, GRADE (TEACHER) OR TITLE (STAFF, ADMIN) | | |
| C | INCLEMENT WEATHER/EMERGENCY PHONE LIST | | | | | | |
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| D | System Access to be filled out by Supervisor | | | | | | |
| **Pentamation Finance** **Pentamation Eschool PLUS**  \_\_\_\_\_ Requisitioner \_\_\_\_\_ Administrator Access    \_\_\_\_\_ Approver \_\_\_\_\_ Teacher Gradebook/ Attendance  **Access to IEP Folder** \_\_\_\_\_ | | | | | | | |
| E | ACKNOWLEDGEMENT | | | | | | |
| I HEREBY ACKNOWLEDGE I HAVE READ THIS DOCUMENT AND I AGREE TO THE TERMS STATED WITHIN THIS APPLICATION. SIGNATURE OF APPLICANT | | DATE | | SIGNATURE OF SUPERVISOR | | | DATE |

A COPY OF THIS AGREEMENT MAY BE REQUESTED BY CONTACTING THE TECHNOLOGY DEPARTMENT