



**STAFF AGREEMENT and APPLICATION FOR USE OF
CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TECHNOLOGY RESOURCES**

Directions: After reading the STAFF TERMS AND CONDITIONS FOR USE OF CBOCES TECHNOLOGY RESOURCES (File: GBEE) and reviewed policy EGAEA please read and fill out the following agreement completely and legibly. Remove these terms and agreements pages (pages 4 and 5) and **return the agreement to the HR Office for forwarding to the Information Technology (IT) department.** This form will be reviewed and signed off on annually by the employee.

Employee Name: _____

ACCEPTABLE USE AGREEMENT

I have read the Terms and Conditions for Use of Centennial BOCES Technology Resources, I understand and will abide by the stated Terms and Conditions. I understand that my use of CBOCES technology must comply with CBOCES policy on Staff Conduct (File GBCB) and Staff Ethics (File GBC/GBCA). I will not use CBOCES technology resources to conduct a business, to engage in political activity, to create or spread computer viruses or chain mail or any activity that would violate state or federal laws. CBOCES may modify the Terms and Conditions at any item by publishing the modified condition(s) on the CBOCES web site.

I understand that CBOCES electronic mail is subject to Open Records law and thus is public record unless the specific content is excluded from public record by the Federal Family Educational Rights and Privacy Act or other laws. I have no expectation of privacy when using district electronic mail systems. I alone will use any electronic mail account that I am issued by the CBOCES and I understand it is not meant for use by my family members or students.

I understand that violation of the stated terms and conditions is unethical and may constitute a criminal offense. Failure to comply could result in the loss of the privilege to use district technology and may result in disciplinary action, up to and including dismissal, and/or appropriate legal action.

I understand that when I am no longer employed by the Centennial BOCES, the Human Resource Department will inform the Information Technology Department. I further understand that this document and my signature retain their life throughout employment with Centennial BOCES.

Centennial BOCES technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the policies and educational objectives of the Centennial BOCES. Transmission or World Wide Web publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to: copyrighted material, pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form), material protected by trade secret, material which is threatening, promotes violence or advocates destruction of property, material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another, material related to political elections. State law prohibits the use of any public funds for political activities.

In addition, use of Centennial BOCES technology resources by employees may not:

Use inappropriate or profane language or material likely to be offensive to others in the community, including sexually harassing or discriminatory material, use software without proof of proper licensing, impersonate another user or transmit or publish material anonymously, conduct a business or other for-profit activity, use CBOCES technology in such a way that the CBOCES will incur an expense unless spending authority has been granted by the appropriate administrator, destroy, modify or abuse CBOCES owned technology.

CBOCES employees shall comply with the security practices as outlined in the Security for Employee/Student/ Parent Personal Information Memorandum dated January 26, 2011. In accordance with FERPA (Family Educational Rights and Privacy Act), the Federal Privacy Act of 1974, the Electronic Communications' Privacy Act of 1986, and FISMA (Federal Information Security Management Act) security controls must be in place to safeguard Personally Identifiable Information (PII).

Name (please print): _____

Signature: _____ Date: _____

Application Portion of Document

Directions: All staff members are **required** to complete this section.

Full Name (please print): _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Username*: _____

* Convention used is first initial and last name, can use middle initial also, all small letters with no spaces

Please provide contact information for notice when the **NEW EMPLOYEE** account setup is complete:

Department: _____

Email address for confirmation message: _____

User Signature: _____

Date: ____/____/____

Approval: _____

Date: ____/____/____

Director of Technology Services

Internal Use Only:
<input type="checkbox"/> Email Setup complete
Initials: _____