

**STAFF TERMS AND CONDITIONS FOR USE OF CENTENNIAL BOCES
TECHNOLOGY RESOURCES**

Please read the following carefully before signing the attached agreement. This is a legally binding document.

Technology, including the Internet and electronic mail, is available to Centennial BOCES staff. One of the goals in providing this service to staff is to promote excellence in the Centennial BOCES services by facilitating resource sharing, innovation, collaboration and communication. To support these goals, all staff must agree to adhere to the terms and conditions stated below. These terms and conditions support the Centennial BOCES policies Staff Use of Electronic Mail (EGAEA) and Staff Use Centennial BOCES Technology (GBEE). Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use Procedure

Centennial Board of Cooperative Educational Services (CBOCES) technology must be used in a responsible, efficient, ethical and legal manner in accordance with the policies and procedures. Transmission of World Wide Web publications, of any material in violation of any U.S. or state regulation, or beyond the scope of the educational objectives of the CBOCES 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 CBOCES technology resources by employees may not:

- Use inappropriate or profane language or material likely to be offensive to others in the CBOCES or school communities, 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 or disrupt the operation of any network within the CBOCES or any network connected to the internet, including the use, attempted use or possession of computer viruses
- Create, transmit or retransmit chain mail, junk mail, non-business related correspondence
- Fail to report any violation of the provisions contained herein to his or her supervisor.

Employees will:

- Use up-to-date virus protection software on any computer on which CBOCES files are created, saved or modified; this includes electronic mail
- Check CBOCES electronic mail accounts on a regular basis. Unused e-mail accounts waste resources, are a security risk, and will be deleted if no activity is detected for a period of six months.
- Password protect each hard drive/workstation/laptop

Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

- 2. Student Information:** Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. CBOCES employees shall not transmit or electronically publish material regarding students, parents/guardians or CBOCES employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee and student records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students), EGAEA (Staff Use of Electronic Mail) and GBEE (Staff Use of Centennial BOCES Technology).
- 3. Privacy:** Electronic mail and other electronic records are subject to the Public Records law which means that any e-mail or files sent, received, or stored on the school district’s technology systems could become public information (i.e. appear in a newspaper) or subpoenaed for court purposes. In addition, the CBOCES reserves the right to inspect electronic mail if there is reasonable cause to expect wrong-doing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.

4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem in Centennial BOCES, you must notify a system administrator immediately. Do not demonstrate the problem to other users. Do not use another employee's account; modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Attempts to log on to CBOCES systems as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computers systems, may be denied access to CBOCES technology.
5. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, the Centennial BOCES, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.
6. **Privilege:** The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The department administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.
7. **No warranty:** CBOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. CBOCES will not be responsible for any damages you suffer using the CBOCES technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. CBOCES specifically denies any responsibility for the accuracy or quality of information obtained through this service. All employees must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of Centennial BOCES technology resources.

LEGAL REFS: C.R.S. 24-6-401 *et seq* (Colorado Sunshine Act)
 C.R.S. 24-72-201 *et seq* (Colorado Open Records Act)
 C.R.S. 24-80-010 *et seq* (State Archives and Public Records)
 47 U.S.C. 254 (h) (Children's Internet Protection Act of 2000)
 47 U.S.C. 231 (Child Online Protection Act of 2000)
 20 U.S.C. 6801 *et seq* (Elementary and Secondary Education Act)
 20 U.S.C. 1232g Federal Family Education Rights and Privacy Act of 1974

CROSS REFS: EGAEA, Staff Use of Electronic Mail
 GBCB, Staff Conduct and Responsibilities
 BGC/BGCA, Staff Ethics
 JS, Student Use of District Technology
 JO, Student Records

Revised: February 19, 2009

Adopted: June 16, 1998

Centennial BOCES

**STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS
(Acceptable Use Agreement)**

Employee Name: _____

I have read, understand and will abide by the Centennial BOCES policy GBEE (Staff Use of the Internet and Electronic Communications) and policy EGAEA (Electronic Communication).

Should I commit any violation or in any way misuse my access to the Centennial BOCES technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release Centennial BOCES from all costs, claims, damages or losses resulting from my use of Centennial BOCES technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services. I understand that when I am no longer employed by 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.

Your signature on the Acceptable Use Agreement is binding and indicates you have read the Centennial BOCES policies referenced above and understand their significance.

Signature: _____ Date: _____