

AUTHORIZED USE OF NW BOCES OWNED MATERIALS AND EQUIPMENT

The use of NW BOCES equipment for personal purposes is prohibited. In addition, NW BOCES does not encourage employees to take NW BOCES equipment home for professional use. However, there may be situations necessitated by NW BOCES needs when it seems appropriate to allow employees to do so. In such instances, employees will be required to receive prior written approval from the employee's immediate supervisor. A signed copy of the written approval must be on file prior to removing any equipment from NW BOCES property.

Occasionally employees will be required to use NW BOCES equipment in presentations, etc., away from NW BOCES. The employee should in those instances, also acquire written consent from his immediate supervisor prior to removing the equipment from NW BOCES premises. In the instances when consent has properly been granted to the employee, NW BOCES will assume responsibility for loss, damage, and vandalism.

NW BOCES has made available for staff use, computers, technology and software which are intended to be utilized for educational purposes. Proper and appropriate use of this equipment and software can provide a great benefit to the educational program provided to the students of NW BOCES. It also provides a means for communication among staff and for acquiring knowledge relevant to the educational program.

The computers, technology and software provided by NW BOCES are intended to be utilized only for educationally-related purposes. The private or personal use of this equipment, technology and software is prohibited. NW BOCES shall retain full control over this equipment and the information contained therein. Staff do not have a right to personal or private use of this equipment, of the information they send or receive, or utilizing the equipment and software. All staff will be requested to sign a staff computer use policy in the form attached to this policy as an exhibit, which exhibit sets forth the policy of NW BOCES and requires each staff member to acknowledge his/her understanding of the policy.