

2018-2019 Annual Staff Notifications Signature Pages for Instructional Staff

Below is a list of the important annual information and forms you will find in electronic format on the BOCES Website (under Staff Resources). Please review the appropriate section for Instructional Staff by clicking on the direct links below to the materials you need to review and print and sign the attached documents to acknowledge that you will review or have reviewed all materials contained herein. Print the signature pages at the bottom and return the acknowledgement forms to your supervisor as indicated above the signature line at the end.

Policies and Administrative Regulations

- [BOCES Code of Conduct 2018-19](#) (287 KB) [PDF](#)
- [Policy 5000 Code of Ethics for All BOCES Personnel](#) (61 KB) [PDF](#)
- [Policy 5005 School Conduct and Discipline](#) (68 KB) [PDF](#)
- [Policy 6850 Dignity for All Students Act](#) (78 KB) [PDF](#)
- [DASA - Initial Report Form for Alleged Bullying, Harassment and Discrimination](#) (230 KB) [PDF](#)
- [Policy 6700 Bullying: Peer Abuse in Schools](#) (79 KB) [PDF](#)
- [Policy 5020 Equal Employment Opportunity](#) (55 KB) [PDF](#)
- [Policy 5165 Non-Discrimination & Anti-Harassment in the BOCES](#) (52 KB) [PDF](#)
- [Policy 5140 Comprehensive School Policy Concerning Alcohol, Tobacco and Other Substances](#) (71 KB) [PDF](#)

- [Policy 6110 Students Records Access and Challenge](#) (85 KB) [PDF](#)
- [AR-6070 - Student Records - Access and Challenge](#) (370 KB) [PDF](#)
- [Policy 5420 Cancer Screening, Blood Donation Leaves of Absence](#) (39KB) [PDF](#)
- [AR-5100 - Attendance Reporting Procedures](#) (247 KB) [PDF](#)
- [Policy 5450 Staff Student Relations Fraternization](#) (61 KB) [PDF](#)
- [Policy - 5700 Social Media Use](#) (52 KB) [PDF](#)
- [Policy 6160 Child Abuse and Neglect Maltreatment](#) (50 KB) [PDF](#)
- [AR-6300 - Child Abuse Inside an Educational Setting](#) (40 KB) [PDF](#)
- [AR-6300 Parent Packet](#) (61 KB) [PDF](#)
- [AR-6400 - Child Abuse Outside an Educational Setting](#) (20 KB) [PDF](#)
- [Policy 7200 - Animals in the Schools \(Instructional Purposes\)](#) (48 KB) [PDF](#)
- [Policy 7300 Testing Misconduct and Mandatory Reporting Requirements](#) (83 KB) [PDF](#)
- [AR-2010 - Working with the Media](#) (52 KB) [PDF](#)
- [Policy - 5600 Identification Badges](#) (59 KB) [PDF](#)
- [AR-5150 - Remuneration for Additional Credits](#) (50 KB) [PDF](#)
- [AR-2080 - Staff Technology Use](#) (159 KB) [PDF](#)
- [Policy 6060 Student Use of Computerized Information Resources](#) (48 KB) [PDF](#)
- [AR-7090 - Student and Classroom Technology Use, Internet Acceptable Use, Software Licensing, and Guidelines](#) (53 KB) [PDF](#)

- [AR-6020 - Transporting Students](#) (14 KB) [PDF](#)
- [Policy 6800 Digital Content on Mobile Communication Devices](#) (52 KB) [PDF](#)
- [Policy 4070 Personal Property Accountability](#) (52 KB) [PDF](#)

- [Policy -6230 Use of Surveillance Cameras \(14 KB\) PDF](#)
- [AR-2060 - School Closing Procedures \(22 KB\) PDF](#)
- [AR-7050 - Educational Field Trips \(107 KB\) PDF](#)

[Instructions and Procedures for Instructional Staff](#)

- [BOCES Organizational Chart \(139 KB\) PDF](#)
- [Dist. Sup. Accountability Statement-Employees \(87 KB\) PDF](#)
- [Dist. Sup. Accountability Statement-Admins \(88 KB\) PDF](#)
- [Component District Hours of Attendance \(219 KB\) PDF](#)
- [Component and Non Component School Calendars \(1.65 MB\) PDF](#)
- [Faculty Responsibilities - General Information \(389 KB\) PDF](#)
- [Attendance - Mission, Principles, and Guidelines \(21 KB\) PDF](#)
- [Professional Field Experience Application \(21 KB\) PDF](#)
- [Registration Form – Non-Paid Staff \(21 KB\) PDF](#)
- [FMLA \(490 KB\) PDF](#)
- [Aesop Employee Instructions \(269 KB\) PDF](#)
- [Vehicle Request Form \(25 KB\) PDF](#)
- [Employee Driving Permit Form \(11 KB\) PDF](#)
- [IEP Direct.com Confidentiality and Non-Disclosure Agreement \(73 KB\) PDF](#)
- [SchoolTool Confidentiality Agreement \(61 KB\) PDF](#)

Employee Related Forms and other resources can be found under Staff Resources on the BOCES website.

Electronic Information Statement:

I understand that I am responsible to review the 2018-2019 Annual Notifications (materials listed above), the Staff Technology Use and Student and Classroom Technology use Agreement, School Tool and IEP Direct Confidentiality Statements (if applicable), sign and submit all signature forms to my supervisor.

I understand that I can click on the documents in this email, and can also find the materials on the BOCES website under Staff Resources.

Due Date for Continuing Staff: September 30, 2018

Due Date for New Staff Hired after September 14, 2018: Within 30 days of hire date.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Submit to your Supervisor and feel free to ask questions. Best wishes for a successful school year!

Supervisor Signature: _____

Supervisor sent to Human Resource Services Date: _____

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

STUDENT AND CLASSROOM TECHNOLOGY USE,
INTERNET ACCEPTABLE USE, SOFTWARE LICENSING, AND GUIDELINES

The Internet is a global network, connecting computers to other computers all over the world in order to exchange text, graphics, sound and video. Access to the Internet through the WSWHE BOCES District Computer System (DCS) is a privilege, which entails responsibility. The DCS consists of all software, hardware, computer networks, wireless networks/access, and electronic communication systems. All users, both students and staff, are expected to exercise the same standard of behavior on the school computers and the DCS, as in classrooms and schools.

Technology protection measures are used that protect against inappropriate Internet access by both adults and minors. Inappropriate and objectionable material may include, but not be limited to visual depictions that are obscene, child pornography, or, with respect to the use of the computers by minors, harmful to minors. These protection measures also include monitoring the online activities of minors.

Use of only properly licensed and documented software will be permitted on BOCES computers. Therefore, only software applications that have been approved for use in a classroom or office may be installed on these computers or accessed through the DCS. Any student, teacher, or staff member wishing to have software installed on a BOCES computer must contact the technology department through a program administrator. The software will be obtained, if necessary, and installed on a case-by-case basis.

TERMS AND CONDITIONS OF INTERNET ACCESS, COMPUTER SOFTWARE, AND USE

A. Purpose

- WSWHE BOCES provides Internet access for educational purposes only. The BOCES network may only be used for activities that serve to advance the BOCES educational and professional development goals.
- The WSWHE BOCES system may not be used for personal commercial activities such as offering or obtaining goods or services.
- WSWHE BOCES computers and licensed software are provided to enhance the learning experiences of students in efforts to raise awareness and achievement, and therefore are not intended to house peer-to-peer file sharing applications, shareware or freeware games, or any other unlicensed or inappropriate files.
- The attached WSWHE BOCES Student Technology Use Agreement form must be signed by all student users. Students under the age of 18 must also obtain the signature of a parent/guardian. (WSWHE BOCES Internet Use Agreement - Parental Guardian Approval form attached). Internet use agreements must be completed by each student user, and parent/guardian, and renewed each year.

B. Definitions

- Child Pornography – Any visual depiction which involves the use of a minor engaging in any sexually explicit conduct; or where a depiction appears to be of a minor, or has been created, adapted, or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described, or distributed in a manner that conveys an impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

- Harmful to Minors – Any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way, with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals and lacks serious literary, artistic, political, or scientific value as to minors.
- Obscene – Any material or performance when, considering as a whole, predominantly appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner, actual or simulated sexual acts, sexual contact, nudity, sadism, masochism, excretion, or a lewd exhibition of the genitals; and that lacks serious literary, artistic, political, or scientific value.
- Inappropriate Materials – Any material that is obscene, child pornography, or harmful to minors.
- Technology Protection Measures – A specific technology that blocks or filters Internet access.

C. Use of the Internet

Use of the WSWHE BOCES DCS to access the Internet is a privilege, not a right. Inappropriate use may result in the loss of this privilege. The BOCES takes measures designed to restrict access to materials harmful to minors to ensure the safety and security of minors when using the Internet, electronic mail, chat rooms, social media and other forms of electronic communications.

- **Acceptable Use:**

Users are expected to abide by the generally accepted rules of computer etiquette and digital citizenship. These include (but are not limited to) the following:

Users will:

- Be polite. Do not be abusive in communications to others. Do not harass others. If told by a person to stop sending them messages, users MUST stop.
- Use appropriate language. Do not swear, use vulgarities or make statements that are sexually or racially offensive.
- Protect the confidentiality of personal information regarding minors and staff.
- Write or say only things you would want others to see or hear. (Email is not guaranteed to be private).
- Respect the use of the DCS by others.
- Abide by all copyright laws as noted in Section E.
- Understand and respect potential social and legal consequences of what is posted or communicated prior to the act.

- **Improper Use:**

The WSWHE BOCES DCS may not be used to access or communicate inappropriate materials. An administrator must be notified if the network is being used to harass, send or access inappropriate communication or materials.

Users will:

- Not engage in unauthorized access, including so-called “hacking,” and other unlawful activities on-line;
- Not disclose, disseminate minors personal information (name, phone number, address, age, school, gender or credit card numbers), through the DCS, unless authorized.
- Not download or install harmful or unauthorized applications, documents, media files or other files onto BOCES computers or through the DCS.
- Not disrupt the use of the DCS by others.
- Not engage in illegal activities. Not discuss or obtain information on illegal activities or products.
- NEVER agree to meet with someone met on-line without parents' approval and supervision.

Although this regulation restricts access to inappropriate materials through content filtering software and student supervision, BOCES cannot guarantee that exposure to these materials will not occur.

D. Privacy

- Network resources, including, but not limited to, email and file storage space, are considered to be similar to a school locker. That is, the contents are subject to review without notification or upon request. Parents may request to review student files. Illegal activities discovered through file review will be reported to the proper authorities.
- Do not repost a message that was originally sent privately without first getting permission from the message sender.
- Do not post private information about another person.
- Do not trespass or assist another to trespass into someone else's account or files.
- Do not share passwords or other account information.

E. Copyright

- Do not plagiarize works that are found on the Internet.
- Do not install privately purchased software on BOCES computers, or download and install software from the Internet or any other remote location without proper administrative approval, licensing, and documentation.
- Observe all copyright laws while on the WSWHE BOCES network. Users should assume that all materials are covered by a copyright and act accordingly.
- Civil and/or criminal penalties may be incurred for any violation of the copyright laws.
- Obtain the consent of the copyright owner before using (e.g. copying, downloading, transmitting) such material.

LOSS OF SYSTEM USE PRIVILEGE AND DUE PROCESS

A. Violation of any terms and conditions or policies concerning network access may result in:

- Loss of access.
- Administrative review.
- Contact of a parental guardian and/or law enforcement officials, where applicable.

B. Due Process

- Any suspected violations of terms and conditions of acceptable use shall be handled by an administrator, in keeping with other violations of student conduct/disciplinary codes and or staff issues. Access may be suspended, revoked, or modified following a review of the situation.

DISCLAIMER

WSWHE BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. WSWHE BOCES will not be responsible for any damages users suffer. This includes loss of data caused by service interruption or error as a result of either network failure or user negligence. Use of any information obtained via the Internet is at the user's risk. WSWHE BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

BOCES-OPERATED CLASSES LOCATED IN COMPONENT (HOST) SCHOOLS

BOCES classes located in component schools and utilizing the host school's Internet access shall utilize the host school's Internet acceptable use policy. If the host school does not have an acceptable use policy, the component class will follow the WSWHE BOCES policy as described above. If a WSWHE BOCES class located in a component school is accessing the Internet through the WSWHE BOCES network, the teacher of that class shall adhere to the WSWHE BOCES terms and conditions of use, as prescribed in this administrative regulation.

INSTRUCTION OF STUDENTS DENIED INTERNET ACCESS

If a student is denied Internet access due to lack of parental approval or administrative decision, the instructor shall not penalize that student, and shall ensure that alternate assignments and instruction will be available.

WSWHE BOCES Student and Classroom Technology Use Agreement

I understand, and will abide by the WSWHE BOCES Student and Classroom Technology Use guidelines. I further understand that any violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoked, suspended or modified, school disciplinary action may be taken, and the authorities may be notified.

User's Full Name (please print): _____

User's Signature: _____ Date: _____

**WSWHE BOCES Student and Classroom Technology Use Agreement –
Parental Guardian Approval**
(Required for all users under age 18)

Student Name: _____

As the parental guardian of the above student, I have read the WSWHE BOCES Student and Classroom Technology Use guidelines. I understand this access is being provided for educational purposes. WSWHE BOCES staff will supervise my child's use of the Internet. However, I recognize it is impossible for them to guarantee that my child will not access material that he/she or I find to be objectionable and I will not hold WSWHE BOCES responsible for materials my child may acquire through the District Computer System.

I understand that my child may be disciplined for violations of these guidelines in accordance with existing WSWHE BOCES policies and practices, including the Code of Conduct. This could include the loss of his/her access privilege.

I understand that my child may be held liable for any criminal act committed using BOCES computers, the BOCES District Computer System, and related Internet services.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____



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IEP Direct.com Confidentiality and Non-Disclosure Agreement

For Frontline IEP Users:

I have received my confidential User ID and Password. I agree:

- I agree to keep my User ID and Password secure, and accessible only to myself.
- I agree not to share my User ID and Password with anyone including but not limited to 1:1 paraprofessionals, classroom paraprofessionals, student teachers, substitute teachers, interns, other school staff or parents.
- I agree if my User ID or Password is lost or compromised in any manner, I will inform the school office immediately to reassign a new ID and Password.
- I agree to use discretion to ensure confidentiality with regard to when and where I access the IEP Direct.com program (e.g., monitor is not visible to others and to log out of the program when not in use.)
- I agree to treat this program as I would any other confidential IEP documentation.
- I agree not to disclose the contents, screens or workings of IEP Direct.com in any manner to anyone not employed by the district or not authorized to access the program.

I have read, understand and agree to the terms stated above.

Print Name: _____

Signature: _____ **Date:** _____

For all other staff (CTE, TAs, Aides, School Nurses, School Safety Officers and Itinerant Staff):

- I agree to use discretion to ensure confidentiality with regard to when and where I access the IEP Direct.com program (e.g., monitor is not visible to others and to log out of the program when not in use.)
- I agree to treat this program as I would any other confidential IEP documentation.
- I agree not to disclose the contents, screens or workings of IEP Direct.com in any manner to anyone not employed by the district or not authorized to access the program.

I have read, understand and agree to the terms stated above.

Print Name: _____

Signature: _____ **Date:** _____



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SchoolTool Confidentiality and Non-Disclosure Agreement

I have received my confidential User ID and Password.

- I agree to keep my User ID and Password secure, and accessible only to myself.
- I agree not to share my User ID and Password with anyone including but not limited to 1:1 paraprofessionals, classroom paraprofessionals, student teachers, substitute teachers, interns, other school staff, parents or students.
- I agree if my User ID or Password is lost or compromised in any manner, I will change my password immediately. If I am unable to do this, I will contact the help desk for assistance.
- I agree to use discretion to ensure confidentiality with regard to when and where I access the SchoolTool program (e.g., monitor is not visible to others and to log out of the program when not in use.)
- I agree to treat this program as I would any other confidential documentation.
- I agree not to disclose the contents, screens or workings of SchoolTool in any manner to anyone not employed by the district or not authorized to access the program.

I have read, understand and agree to the terms stated above.

Print Name: _____

Signature: _____

Date: _____