

2018-2019 Annual Staff Notifications Signature Pages for Non-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 Non-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 \(39 KB\) 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 7300 Testing Misconduct and Mandatory Reporting Requirements \(83 KB\) PDF](#)
- [AR-5150 - Remuneration for Additional Credits \(50 KB\) PDF](#)
- [Policy – 5600 Identification Badges \(59 KB\) PDF](#)
- [AR-2010 - Working with the Media \(52 KB\) PDF](#)
- [AR-2080 - Staff Technology Use \(159 KB\) PDF](#)
- [Policy 4070 Personal Property Accountability \(52 KB\) PDF](#)
- [AR-6230 Use of Surveillance Cameras \(14 KB\) PDF](#)

[Instructions and Procedures for Non-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](#)
- [Attendance - Mission, Principles, and Guidelines](#) (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](#)

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), and 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.

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: _____

Regulation Number 2080
Policy 7100

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

ADMINISTRATIVE REGULATION

**STAFF TECHNOLOGY USE – COMPUTER SOFTWARE, EMAIL, NETWORK, AND THE INTERNET
AGREEMENT, ETIQUETTE, AND GUIDELINES**

COMPUTER SOFTWARE, NETWORK, AND INTERNET USE

WSWHE BOCES provides many technology resources for use by staff and students. The District's computer system (referred to below as the DCS) consists of all software, hardware, computer networks, wireless networks/access, and electronic communication systems. These resources are intended for use as it relates to achievement of the BOCES mission and goals. It is essential that BOCES staff utilize technology to best improve the achievement of BOCES students and to assure that the agency runs as effectively and efficiently as possible.

WSWHE BOCES staff are to comply with all restrictions and guidelines detailed this Administrative Regulation as well as in **Policy 7100 – INTERNET SAFETY, POLICY 5700 – SOCIAL MEDIA USE, POLICY 5450 STAFF-STUDENT RELATIONS (FRATERNIZATION)** and **ADMINISTRATIVE REGULATION 7090 – STUDENT AND CLASSROOM TECHNOLOGY USAGE - INTERNET ACCEPTABLE USE, SOFTWARE LICENSING, AND GUIDELINES**

BOCES EMAIL AND FILE STORAGE SYSTEM (GMAIL AND GOOGLE DRIVE ACCOUNT)

The purpose of providing access to the DCS, including email and file storage, to employees is to facilitate and enhance communication and the exchange of information among teachers, administrators, other staff, as well as community members (including parents and students, on occasion), businesses, and vendors.

- This regulation establishes the WSWHE BOCES official position with regard to access to and disclosure of email messages, other electronic communications, or files sent or received by WSWHE BOCES employees.
- Any person who uses a WSWHE BOCES email account consents to all of the provisions of this regulation and agrees to comply with all of its terms and conditions.
- Any user of the WSWHE BOCES DCS, whose actions violate this agreement, or any other WSWHE BOCES policy or regulation as it relates to electronic communication, may be subject to limitations or elimination of electronic mail or network access privileges as well as other disciplinary actions.
- BOCES email is generally not provided to students unless specifically requested by a supervisor.

ACCESS

WSWHE BOCES utilizes the GSuite for Education, which includes Gmail for email communications and Google Drive for secure cloud-based file storage, using a single username. GSuite accounts are accessible from workstations connected to the WSWHE BOCES DCS, and from any Internet-connected computer that complies with minimum software specifications. The purpose of providing the DCS to staff is to facilitate a reliable and easily accessible communications link between BOCES users and their necessary school business contacts.

PRIVACY

Each user of the WSWHE BOCES DCS is allowed a single username and password. Each user should keep their password secure and confidential.

- It is recommended that users create a password of eight (8) characters, a combination of numbers, letters and symbols, and change this password if there is suspicion that it is no longer confidential.
- All electronic communication and data transferred via the WSWHE BOCES DCS is the property of WSWHE BOCES.
- WSWHE BOCES is not a publisher of the material that becomes the subject of electronic communication and cannot guarantee the privacy or confidentiality of any such communication or document.
- WSWHE BOCES administration and technical staff reserve the right to inspect, copy, store, and disclose the contents of electronic communications, documents and internet browser history at any time.

ALLOWABLE USE

WSWHE BOCES provides the DCS to support instruction, administration, research, business and a community connection. In general, use of WSWHE BOCES email, file system, wired and/or wireless internet services are governed by policies and regulations that apply to the use of all BOCES services and facilities. Use of WSWHE BOCES email, file system, wired and/or wireless internet service is encouraged for educational and work related purposes and research consistent with the BOCES mission and goals, and is allowable for the following:

- Intra-BOCES business – Information obtained or passed from one BOCES employee to another with work-related content. This includes visiting educational websites, reading and responding to memos from administration, requests from staff, and communication between faculty members or other staff members to ease or expedite the transfer of information.
- Community and business communication – Information and communication between BOCES staff and local community members and/or product vendors, regarding BOCES business issues. This also can include communication between BOCES staff and parents (and students, on occasion. See section below regarding COMMUNICATION WITH STUDENTS).
- Educational organizations – Information, websites, forms, and correspondence from organizations including, but not limited to: New York State Education Department, New York State School Boards Association, and the US Department of Education.
- Professional information – Newsletters, Websites, List-servs, and other forms of information gathering for the purpose of professional development.
- These instances are not the only possible appropriate uses, however they are generally accepted usage practices.

IMPROPER USE

All staff must utilize the DCS in a manner consistent with the educational and business uses for which the technology has been provided. Improper use may result in suspension or discontinuation of the user's email account and network access, as well as possible disciplinary action. Incidents of improper use include, but are not limited to:

- Forged mail – falsifying the originator of an electronic mail message or attempting to send an anonymous message. This includes concealment or misrepresentation of names or affiliations, and alteration of source or destination addresses in email messages.
- Harassment – using any component of the BOCES DCS to receive, transmit, or make available to others communications or websites that include, but are not limited to, those that are racist, sexist, discriminate on the basis of religion, or are otherwise harassing or threatening to others as delineated in Board Policy 5165.
- Pornography – using the BOCES DCS to receive, transmit, or make available to others messages or material that are offensive or sexually explicit in nature.
- Inappropriate and abusive language – using profanity or otherwise vulgar language.
- Unauthorized Access – attempting to read, delete, copy, or modify the electronic mail messages or other electronic resources of another user, or otherwise attempting to access an account belonging to

another user.

- Vandalism – any malicious attempt to harm or destroy equipment or materials, including placing a computer virus on the network, or knowingly transferring a virus to other members of the network.
- Incidents of extended and inappropriate personal use, including, but not limited to, using BOCES email or internet connections for financial gain, or political or commercial activity, and forwarding email chain letters or “spamming.”

COMMUNICATION WITH STUDENTS

- Staff may use the DCS to communicate with students about coursework of other official school matters. However, staff should NOT use the DCS, to engage in frequent personal communications with students unrelated to coursework or official school matters.
- On occasion, it may be necessary to use the DCS to communicate with parents and/or students, particularly in an emergency situation. The DCS includes staff and student access to monitored group communication platforms such as Google Classroom and Remind, for educationally-related communications regarding regular course assignments, homework and general notices. The BOCES also utilizes School Messenger for important communications to parents and community members.

USE OF PERSONAL DEVICES ON BOCES WIRELESS NETWORK (A.K.A. BRING YOUR OWN DEVICE - BYOD)

- The BOCES provides a Wireless Network that students, staff members, and visitors to the various campuses may log into in order to receive and transmit information for educational and work related purposes and research consistent with the BOCES mission and goals. Though the hardware, in these cases, is not the personal property of the BOCES, the wireless internet connection still falls under the DCS. This access is both filtered and monitored using the district’s filtering software, and staff members should have no expectation of privacy when accessing the BOCES Wireless Internet connection on a personal device. Improper use of the BOCES Wireless Network may result in a staff member’s personal device being “blocked,” and potential disciplinary action as outlined above in the Improper Use section of this policy

ETIQUETTE

Below are guidelines for using BOCES email and other digital communications, and basic email etiquette, which is applicable regardless of the email system it is related to.

- Write email messages plainly and to the point. Be careful in using sarcasm and humor, since they often do not translate easily through email. It is also important to not write anything that can be interpreted as abusive, harassing, or threatening. It is important to be as clear as possible in order to assure the proper interpretation by the reader.
- When replying to a message, be sure to remind the sender what the original message entailed. It is common to include the original message in a reply. This allows both parties to maintain an accurate record of a conversation.
- Read current and earlier messages thoroughly to be sure that they are suitable for sharing, and forward only if appropriate.
- Remember that email may not be as private as thought. Messages are permanent and can come back to haunt the sender. A message recipient can forward a message to anyone he or she wishes. Don’t write anything or use anyone’s name in an email message that you wouldn’t want published on the front page of tomorrow’s newspaper.
- Don’t give your password to anyone that should not have access to your account. Change it if you doubt it is not still private.
- Remember that all laws, Board policies and administrative regulations governing copyright, defamation, discrimination, harassment and other forms of written communication also apply to email and all electronic communications.

EMAIL GUIDELINES

- Check Email Often -- Check Email on a regular basis for important BOCES communications.
- Respond Efficiently and Promptly -- Upon receiving an email that requires a response, please respond as soon as possible. If there is not the time to make a full response, at least acknowledge receipt of the message and give a timeframe of when a complete response can be given. Also, when responding, be sure to include the original message or at least enough of it so that the recipient can put the reply into the proper context.
- Content -- Email sent to and from wswheboces.org addresses should be work related, and as such, is maintained on the BOCES DCS and GSuite Domain. Therefore, the content of emails and other electronic communication you send and receive should be appropriate. BOCES DCS is provided for educational use, and is not intended to receive executable files, jokes, or other personal documents. Data sent, received or stored on the DCS are property of WSWHE BOCES.
- Clicking on Hyperlinks (URL's) -- Users of BOCES email accounts should be aware of Phishing Scams and other social engineering scams that attempt to hide malicious content or viruses in email links that look legitimate, at first glance. Users should use their mouse to "hover" over links (without clicking) shared in emails to verify that the website that is legitimate. If a suspicious email is received, do not click any links within the email, and notify the BOCES Help Desk or a supervisor immediately (ext. 13595).
- Document Sharing Scams -- Users should also be aware of scams involving the sharing of documents through Google Drive, Dropbox, PDF's or Word Documents. Before opening any document, look at the subject line and sender and ask the following questions:
 - Is the email address really from the person listed (some scams will make it look like the email has come from a supervisor).
 - Was I expecting this document from this sender?
 - Does it make sense that I would be receiving this email or document?
 - Is the subject line and document title specific? Or is it a generic title that could be a scam.
- Logging Off – Users should not forget to log off or lock the computer when leaving the office or classroom to maintain the privacy of emails and educational documents, and to avoid others from using an unauthorized BOCES email account.

Approved/Revised: 8/30/02

Revised: 8/14/18

WSWHE BOCES STAFF TECHNOLOGY USE AGREEMENT

I understand and will abide by the guidelines contained in **ADMINISTRATIVE REGULATION 2080 – STAFF TECHNOLOGY USE – COMPUTER SOFTWARE, EMAIL, NETWORK, AND THE INTERNET AGREEMENT, ETIQUETTE and GUIDELINES**. In addition, my signature below affirms that I will not knowingly:

- Install from disk or download and install from the Internet any software on a BOCES computer without proper licensing, documentation, and administrative approval.
- Utilize any component of the BOCES District Computer System (DCS) in an inappropriate manner, as detailed in Administrative Regulation 2080, Staff Technology Use and other referenced Policies and Administrative Regulations contained in Administrative Regulation 2080.
- Utilize or allow students under my supervision to utilize any component of the BOCES District Computer System (DCS) inappropriately, as detailed in Administrative Regulation 7090, Student and Classroom Technology Use.

I further understand that violations of this agreement may result in disciplinary action. Should I commit a violation, my access privilege may be revoked, suspended, or modified, disciplinary action may be taken, and proper authorities may be notified. I therefore release WSWHE BOCES and its officers, employees, and agents, from any claims and damages arising from my use of the WSWHE BOCES electronic mail service.

User's Full Name (please print): _____

User's Signature: _____

Date: _____

Supervising Administrator's Signature: _____ Date: _____