



**DEPARTMENT OF INFORMATION TECHNOLOGY  
Request for E-Mail and Computer Login**

<b>EMPLOYEE INFORMATION</b>											
To Be Completed By Employee. Please Print Clearly.											
First Name:						Last Name:					
Middle Initial (Required -if you do not have one, designate any letter of your choice):									Date of Hire:		
Job Title:						Department or Area of Tenure:					
Home Address:						Job Location:			Work Phone:		
City:				State:		ZIP Code:			Home Phone:		
Select The Category That Applies To You: <input type="checkbox"/> Administrator (BCSA) <input type="checkbox"/> Teacher (BTF) <input type="checkbox"/> Staff (PCTEA, BEST, Local 264, Local 409) <input type="checkbox"/> Other									Leave Blank To Be Completed By Benefits		
Do you work directly with students? <input type="checkbox"/> Yes <input type="checkbox"/> No									Employee #		

<b>ACCEPTABLE USE POLICY ACKNOWLEDGEMENT</b>	
Signature and checked boxes required	
<p>I understand that this form must be signed and returned to the IT Department of the Buffalo Board Of Education before I am allowed access to District networks, computer systems and the Internet.</p> <p><input type="checkbox"/> By signing below, I acknowledge that I have received and read the enclosed Buffalo Board of Education Acceptable Use Policy (AUP) for Information Technology governing the appropriate and acceptable use of educational and administrative technology.</p> <p><input type="checkbox"/> I certify that I understand this policy, its application and its implications. I understand that I will be held accountable for my actions, and that disciplinary and/or legal action will result from violations of this policy.</p> <p>A violation of Buffalo Public School System policy may lead to corrective action pursuant to the provisions of applicable contracts and/or agreements. Under certain circumstances, violations of Buffalo Public School System policy may give rise to civil and/or criminal liability. Users may be subject to criminal prosecution, civil liability, or both for the unlawful use of any IT resource outside the jurisdiction of the Buffalo Public Schools System. The Buffalo Public School System may also pursue legal action as deemed appropriate against individuals for unauthorized access, use, or destruction of information assets or for any use which violates copyrights or licensing laws, regulations, or contracts. Users whose access privileges are revoked, suspended or limited as a consequence of a violation of this policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the formal appeals provisions of the relevant disciplinary authority and/or provisions of applicable contracts.</p>	
_____ Employee Signature	_____ Date

- **Return pages 1 & 2 to Human Resources 816-3519.**
- **Retain a copy for your copy**



## **Buffalo Board of Education**

### **Acceptable Use Policy for Information Technology**

*Employee*

The Buffalo Public School System provides computers and networks for the academic use of students. When using Buffalo Public School System computers, networks, equipment, and supplies, students are expected to:

#### **Respect the privacy of others and the security of Buffalo Public Schools System.**

Only use your user ID and password – do not use another person’s user ID and password.

Do not share your password with others.

Do not try to learn other people’s passwords.

Do not try to disrupt, interfere with, or destroy computers, networks, equipment, or information.

Do not access, store, or transmit information that is hateful, harassing, insulting, offensive, false or defamatory, sexually explicit, obscene, or otherwise inappropriate.

Do not interfere with the academic or work activities of others.

#### **Respect the copyrights and licenses of software and information.**

Do not copy, download, install, or distribute software in violation of copyright laws or licensing agreements.

Do not copy, share, or transmit information in violation of copyright laws.

#### **Respect the integrity of our computers, networks, and equipment.**

Do not try to access computers or networks for which you do not have permission.

Do not install software or peripherals on a Buffalo Public School System computer. Do not connect a computer, network, or device to a Buffalo Public School System network.

Do not bypass any security system or feature put in place to protect, monitor, or restrict access to information (for example, do not use an Internet proxy server to avoid Buffalo Public School System web content filters).

Do not create, download, install, or use software or equipment that can be used to “hack into” or damage a computer or network.

Do not change, remove, or damage computers, networks, or equipment.

Do not use software or hardware to keep Buffalo Public School System staff from accessing information.

#### **Use information systems for authorized purposes only.**

Only use computers and networks for academic activities – not to play non-academic games or for prohibited or illegal activities.

Do not access the Internet from Buffalo Public School System facilities using any network or computer not provided by the Buffalo Public School System.

Do not waste computer processing time and storage, network capacity, or information technology supplies.

#### **Protect information from loss, theft, disclosure, or unauthorized use.**

Do not access or share information for which you do not have permission, or help others to do so.

Do not give information to others that could help them gain access to the computers or networks of the Buffalo Public School Systems.

Take care of the computers and equipment assigned to you to prevent loss, theft, damage, or unauthorized use.

Report any loss, theft, unauthorized disclosure, or unauthorized access to a teacher or administrator.

**Note:** The Buffalo Public School System monitors its computers and networks, in accordance with the Child Internet Protection Act (CIPA), and has put other safeguards in place to protect information as it is stored, transmitted and displayed. Students should have no expectation of privacy when using Buffalo Public School System computers and networks.

## **SCOPE AND SANCTIONS**

This policy applies to all students of the Buffalo Public School System. A violation of Buffalo Public School System policy may lead to loss of computer privileges and/or discipline. Under certain circumstances, violations of Buffalo Public School System policy may give rise to civil and/or criminal liability. The Buffalo Public School System may also pursue legal action as deemed appropriate against individuals for unauthorized access, use, or destruction of information assets

**By virtue of the authority vested in the Superintendent of Schools under Board of Education Policy # 1420, I hereby enact the foregoing procedure governing acceptable internet use, and revoke all prior versions of the District procedure on that topic.**

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**Dr. Tonja Williams,**  
**Interim Superintendent**  
**April 08, 2022**