
OACE Computer/Internet Acceptable Use Policy

In the performance of an employee's duties, OACE has provided computer hardware, software, data files, and networks to fulfill those duties. These assets are the property of or are licensed to the NYCDOE/OACE and are to be used solely for official OACE business.

- **All regional employees are thus required to sign an "OACE Computer/Internet Acceptable Use Policy"**. The main points of the AUP are the following:
 - OACE users have no right to privacy while using the organization's Internet systems. OACE monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on OACE provided devices, such as files, e-mails, cookies, and Internet history.
 - OACE reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The organization will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the organization's Internet Systems.
 - The use of the computer to access the internet for personal business is prohibited, including but not limited to:
 - Internet shopping
 - Conducting for-profit business activities, personal advertising, or other non-OACE business communications
 - Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws.
 - Intentional and unauthorized disclosure of personal/confidential information of any other employee and/or student learner is an invasion of privacy and may result in disciplinary, civil, and/or criminal action.
 - Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, or professional social media sites using OACE computers.
 - Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination is prohibited on OACE computers. If users inadvertently access such information, they should immediately disclose the inadvertent access to their administration or central office.

- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others is prohibited on OACE computers.
- It is against NYCDOE/OACE and Central/OACE Regional policy to seek out or use Regional record's including, but not limited to, personal/confidential information relating to others for an employee's personal interest or advantage.
- An account and password constitute an employee's signature and that employee is responsible for all entries made under that account. The use of another person's account and password would not absolve someone of responsibility for actions taken under that account and password.
- Employees/student learners must comply with all computer use standards, policies, rules, procedures of New York City, New York State and Federal laws.
- OACE reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.
- Failure to comply with these disclosures as stated may result in the termination of a user's access to OACE Computers/Internet, and appropriate disciplinary action, up to and including termination of employment.

Limitation of Liability

OACE makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the organization's network are to be borne by the user. The organization also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of OACE, NYCDOE, its affiliates, or employees.

I have read and understand the above and received a copy of this form. I agree to adhere by all conditions set forth in this OACE Computer/Internet Acceptable Use Policy. I understand that a copy has been retained and filed in the regional/central office.

Employee Signature

Name (*Print*)

Date