

## **PLEASE READ PRIOR TO COMPLETING YOUR EMPLOYMENT APPLICATION**

Effective Immediately...All candidates for *Substitutes*, *Student Interns*, *Student Teachers* and *Volunteers* must complete the following requirements **prior** to submitting their applications for employment:

- ✓ **Fingerprint Clearance** – Fingerprinting application and instructions can be found at:

<http://www.nysed.gov/educator-integrity/fingerprint-process>

Note: Once you have been fingerprinted, please call Jamie Bowman, Secretary to the Superintendent, at 716-665-6624, option 4, with your social security number so she can access your fingerprint clearance from the TEACH Website.

- ✓ **Acceptable Use Policy** – Please complete the attached policy and submit with your application for employment.

- ✓ **Sexual Harassment Training** – Please call Jamie Bowman at 716-665-6624, option 4, with your email address and an account will be set up for you allowing you to access the online training course.

Follow the steps below to complete your Falconer Central School Safety Training requirement:

**Using your web browser**, go to the SafeSchools website for Falconer Central School –

<https://falconer-ny.safeschools.com/>

**Enter Your Username:** first initial of first name and last name – i.e., Steve Martin – smartin Once you log into the site, click on the course title to begin the training. The course has audio, so be sure to turn up your speakers. You must complete each section of the course in order to receive full credit.

At the end of the video there will be a short quiz. Upon completion of the quiz, you will be issued a certificate. ***Please include your certificate with your application.***

*Thank you for your interest in the Falconer Central School District!*



**SUBSTITUTE TEACHER APPLICATION**  
**FALCONER CENTRAL SCHOOL**  
2 East Ave, N., Falconer, NY 14733  
(please print)

**Elementary      Middle School      High School      No preference**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Address (incl. city, state, zip code) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

College Education	Degree	Date
1. _____		
2. _____		
3. _____		

Certification (type)	Subject	State	Number
1. _____			
2. _____			
3. _____			

**Experience** (teaching) including student teaching and substitute teaching

School	Date
1. _____	
2. _____	
3. _____	
4. _____	

References	Name	Address	Phone
1. _____			
2. _____			
3. _____			
4. _____			

Availability (please check)      M \_\_\_\_\_ Tu \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_

Date of mandatory fingerprinting \_\_\_\_\_

Has an investigation ever been conducted or pending at the time of separation from prior employment?      Yes \_\_\_\_\_ No \_\_\_\_\_

*I will notify the Superintendent's office of any changes.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

**POLICY: Acceptable Use Policy for Networked Computer Services**  
**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

The District's computer system (DCS hereafter) is provided for staff to enhance the educational programs of the District, to further District goals and objectives; and to conduct research and communicate with others.

Generally, the same standards of acceptable staff conduct, which apply to any aspect of job performance, shall apply to use of the DCS. The standards of acceptable use as well as prohibited conduct by staff accessing the DCS, as outlined in District policy and Regulation, are not intended to be all-inclusive. The staff member who commits an act of misconduct which is not specifically addressed in District policy and/or regulation may also be subject to disciplinary action, including loss of access to the DCS as well as the imposition of discipline under the law and/or the applicable collective bargaining agreement. Legal action may also be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

Staff are encouraged to utilize electronic communications in their roles as employees of the District. Staff are also encouraged to utilize electronic means to exchange communications with parents/guardians or homebound students, subject to appropriate consideration for student privacy. Such usage shall be limited to school related issues or activities. Communications over the DCS are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.

The District's policies and accompanying regulations on staff and student use of computerized information resources establish guidelines for staff to follow in instruction and in working with students on acceptable student use of the DCS, including access to external computer networks. District approval is required for websites and/or on-line tools requiring a student log-in via the District Computerized Curriculum Approval Form. (D.C.C.A.F.)

**Privacy Rights**

Staff data files, e-mail and electronic storage areas shall remain District property, subject to District control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with requirements of District policy and accompanying regulations. Staff should NOT expect that information stored on the DCS will be private.

**Prohibitions**

It is not the intention of this regulation to define all inappropriate usage. However, in addition to the general requirements of acceptable staff behavior, activities which shall be prohibited by staff members using the DCS include, but are not limited to, the following:

- a. Using the DCS which in any way results in unauthorized charges or expense to the District.
- b. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- c. Using unauthorized software on the DCS. Software should be installed by the District Technicians.
- d. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by IBIII1I III the staff member without express permission from the Director of Technology and/or Superintendent.
- e. Violating copyright law. Software copyrights and software licenses must be strictly respected.
- f. Employing the DCS for commercial purposes, product advertisement or political lobbying.
- g. Disclosing an individual password to others or using others' passwords without their permission.
- h. Sharing confidential information on students and employees via electronic mail.
- i. Sending or displaying offensive messages or pictures.

- j. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- k. Harassing, insulting or attacking others.
- l. Engaging in practices that threaten the DCS (e.g., loading files that may introduce a virus).
- m. Violating regulations prescribed by the network provider.
- n. Assisting a student to violate District policy and/or regulation, or failing to report knowledge of any student violations of the District's policy and regulation on student use of computerized information resources.
- o. Use which violates any other aspect of School District policy and/or regulations, as well as local, state or federal laws or regulations. Any user of the DCS that accesses another network or other computer resources shall be subject to that network's acceptable use policy.

### **Web Site Pages**

All staff must adhere to Falconer Web Site Guidelines as established by the District.

### **Personal Devices**

An optional connection of personal devices to district network services must adhere to the professional standards set forth in this policy and the FCS Networking Guidelines as established by the District. The District is in no way responsible for any problems that may arise from said use.

**Sanctions** The Director of Technology will report inappropriate behavior and/or violations to the staff member's administrator who will take appropriate disciplinary action. Violations may result in a loss of access to the DCS and/or disciplinary action. When applicable, law enforcement agencies may be involved.

### **Notification**

All staff will be given a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each staff member will sign an Acceptable Use Agreement before establishing an account or continuing their use of the DCS.

BOE approved: 08/21/2012

Revised: 08/14/2017

**I understand that violation of this Agreement may be grounds for disciplinary action, including termination.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Falconer CSD approval of above user:** \_\_\_\_\_ **Date:** \_\_\_\_\_