



PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office
2233 Route 115, Suite 100
Brodheadsville, Pennsylvania 18322
Telephone: (570) 402-1000 / Fax: (570) 992-7275
www.pvbears.org



DAVID F. PIPERATO
Superintendent of Schools

JOHN T. BURRUS
Director of Human Resources

SUSAN H. FAMULARO
Business Manager

To: New Support Staff Employees

From: John T. Burrus, Ed.D.

Re: School District Policies

Please print and sign your name below verifying that you have received and reviewed a copy of the following sections of the official policies adopted by the Pleasant Valley School District Board of Education.

- No. 300 Ethical Behavior of District Staff
- No. 323 Tobacco Use
- No. 324.1 Confidential Information
- No. 325 Dress and Grooming
- No. 348 Unlawful Harassment
- No. 351 Drug and Substance Abuse
- No. 352 Communication Devices, Cellular Telephones & Other Electronic Devices
- No. 815 Acceptable Use of Communications and Information Systems (CIS)
- No. 815 AR Administrative Regulations for the Use of the School District E-Mail System
- No. 817 AR Sexting
- No. 817 AR-1 Use of Personal Computer/Electronic Devices in the School Setting
- No. 824 Maintaining Professional Adult/Student Boundaries
Employee Handbook: Elementary Division, Middle School, High School

Please complete and return this sheet with your signature to the Human Resource Office prior to your first day of work. Thank you for your cooperation.

Name of Employee (Print)

Signature of Employee

Date

JTB/HR/NewStaff/Policies

PLEASANT VALLEY
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

No. 815-AR-2. ACCEPTABLE USE OF COMMUNICATIONS AND
INFORMATION SYSTEMS (CIS)

The Pleasant Valley School District has access to and use of the Internet and electronic mail (e-mail) as part of the instructional and/or job-related process. All volunteers/vendors/guest users that use the school district’s Internet/Network must sign an *Agreement for Use of PVSD Communications and Information Systems* before direct access to the Internet/Network or electronic mail will be provided.

Volunteers/Vendors/Guest Users will be held accountable for violations of the school district’s Acceptable Use of Communications and Information Systems (CIS) Policy No. 815 and its accompanying administration regulations and must understand that disciplinary and/or legal action may be taken as a result of any such violation.

Policy No. 815 can be found on the school district’s website homepage by clicking on the link titled “Board Policies”. Please read and keep a copy for your reference.

Volunteer/Vendor/Guest User Agreement Directions:

After reading Policy No. 815, please read and complete the agreement below. Your signature is required for direct access. Please return the original signed agreement to the Pleasant Valley School District Technology Systems Coordinator or designee.



**Agreement for Use of Pleasant Valley School District
Communications and Information Systems**

I have read the Pleasant Valley School District Acceptable Use of Communications and Information Systems (CIS) Policy No. 815. I understand and will abide by the terms and conditions contained therein. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation to these terms and conditions, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

Name of Volunteer/Vendor/Guest User (please print): _____

Name of Organization: _____

Building to be Used: _____ Purpose: _____

Telephone No. _____ E-mail address: _____

Signature of Volunteer/Vendor/Guest User

Dated: _____