

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee (s) to provide staff with training in the proper and effective use of the DCS.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District office. (SEE ATTACHED)

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

Prohibitions:

The following is a list of **prohibited actions** concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

1. There must be no sharing of passwords/accounts.
2. Attempts to read, delete, copy or modify the electronic mail of other system users are prohibited.
3. No personal software may be loaded onto the district's computers and/or network, without permission of the District's Network Administrator.
4. Sharing of material, information, or software in violation of any district policy or regulation, local, state, or federal law is prohibited.
5. Vandalism will result in cancellation of system use and network privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, including software and related print material, data of another user of the district's system or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

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6. Tampering with or misuse of the computer system or taking any other action inconsistent with this policy and regulation including use of “proxy” sites intend to circumvent the web filter will be viewed as a security violation.
7. Any form of “cyber bullying” is strictly prohibited and will result in immediate revocation of all email and Internet privileges.
8. Immoral conduct, including viewing, transmitting, downloading, or trading obscene material is prohibited.
9. The use of the network for personal devices (laptops, phones etc.) without approval by the District Network Administrator is prohibited.

District Staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the district.

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SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)

Social Media Use by Employees
See "Use of Social Media" Policy

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SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)

Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The District Network Administrator may access all such files and communication without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

Implementation

Administrative regulations will be developed to implement the terms of this policy addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

NOTE: Refer also to Policy #8271—Children’s Internet Protection Act: Internet Content Filtering/Safety Policy

Adoption Date: June 19, 2012

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**Administrator/Faculty/Staff
Acceptable Use Policy for District Technology
Watervliet City School District**

Computers, networks, and on-line access are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. Your application for a network account indicates you will comply with the "Acceptable Use Policy" and regulations which are found on the reverse side of this form, and will be a responsible, efficient and ethical user. Failure to adhere to the policies and guidelines will result in the revocation of the use privileges.

Date _____

Name _____

Home Phone _____ Work Phone _____

Home Address _____

District Building _____

Please check/complete the appropriate information

Faculty-list subject(s) and grade level(s)

taught: _____

Support Staff-List title and areas(s) of responsibility:

1. I have received staff development or training on the appropriate use of the Internet.

YES ___ NO ___ (**Please initial appropriate line**)

2. I have read the Watervliet Board of Education policies and will comply with it and the referenced policies.

YES ___ NO ___ (**Please initial appropriate line**)

3. I understand that any violation of the "Acceptable Use Policy" will result in loss of access, personal payment of any fees incurred and possible prosecution.

YES ___ NO ___ (**Please initial appropriate line**)

4. I understand that the use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges.

YES ___ NO ___ (**Please initial appropriate line**)

5. I acknowledge that I have no expectations of privacy with respect to any computerized files received, transmitted, or stored on the District's Computer System.

YES ___ NO ___ (**Please initial appropriate line**)

6. I understand that any files stored or created on the DCS are property of the school district.

YES ___ NO ___ (**Please initial appropriate line**)

With connections to computers and people all over the world comes also the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the administrator, faculty, or staff member to ensure that access to telecommunication networks and computers provided by the educational system are not abused.

Items 1-6 must be initialed by the applicant

Administrators/Faculty/Staff: Complete this box

By placing my signature on this document, I am confirming I have read, understand, and will abide by the "Acceptable Use Policy"

Signature of Applicant: _____ Date: _____

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