

## **STAFF USE OF DISTRICT COMPUTER SYSTEM RESOURCES**

The Board of Education encourages staff to make use of the District's system to explore educational sites, conduct research and contact others with similar educational interests.

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 district's system.

Generally, the same standards of acceptable staff conduct that apply to any aspect of job performance shall apply to use of the district's system. Employees are expected to communicate in a professional manner consistent with applicable district policies, procedures, and regulations governing the behavior of school staff. Care should be taken in the use of electronic mail and telecommunications facilities to insure that confidential information about students or other employees remains private.

District staff shall adhere to all 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 district's system and may be subject to further discipline under the Civil Service Law, Education Law, and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who damages or destroys computer property of the district.

### **Privacy Rights**

Information and data stored on district computers or the computer systems are and shall remain district property and are subject to district control and inspection. The district Director of Information Technology will have access to all computers to insure that users are complying with the requirements of this policy and any accompanying district or building specific procedures and regulations. Staff should NOT expect that information stored on the district's computers or computer system will be private.

### **Internet**

It shall be each individual user's personal responsibility to be aware of the potential for, and possible effects of, manipulating electronic information and to verify the integrity and authenticity of information that he or she compiles or uses from the Internet.

Each individual user is responsible:  
to recognize and respect the diversity of the population and the opinions of other Internet users;  
to behave ethically; and  
to comply with the legal restrictions regarding the use of the information resources.

Disseminating information that is illegal, defamatory, abusive, threatening, racially offensive and/or adult-oriented will be deemed a violation of this policy, as will accessing information that is adult-oriented or illegal, and such behavior will result in disciplinary action against the violator pursuant to the Civil Service Law, Education Law, or in accordance with applicable collective bargaining agreements.

### **E-Mail**

The district may make e-mail accounts available to staff. The use of these accounts will be strictly limited to communication in support of the instructional, non-instructional, and administrative work of the district. Since all students do not have equal access to technology outside of school, the instructional application of e-mail will be supplemental to, and not in lieu of, other district-supplied instructional resources.

Adopted: October 5, 2004