

POLICY

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Personnel

SUBJECT: USE OF FACULTY MAIL BOXES

Faculty mail boxes in the respective schools of South Huntington and the interschool mail delivery system maintained by the School District are to be used for United States mail and distribution of materials which have the approval of the Board of Education or its administrative representatives.

STAFF INTERNET

The District's computer networks and Internet connection are provided for educational and administrative purposes consistent with the district's mission, goals, and objectives. (The term "educational purpose" includes use of the system for classroom activities and professional or career development.)

Access to the Internet is part of the district's computer networks. The Internet offers vast, diverse, and unique resources for students and staff; its interconnectivity allows access to an extensive array of communication and information resources. South Huntington Union Free School District's goal in providing this service is to promote educational excellence throughout our school community.

Acceptable Use and Conduct

- a) Access to the District's computer network is provided solely for educational purposes and research consistent with the District's mission and goals.
- b) Use of the District's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- c) Each individual in whose name an account is issued is responsible at all times for its proper use.
- d) All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- e) Network users identifying a security problem on the district's network must notify the appropriate administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official being notified.
- f) Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

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Prohibited Activity and Uses

The following is a list of prohibited activity 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.

- a) Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- b) Using the network to receive, transmit or make available to others obscene, offensive, or **sexually explicit material**.
- c) Using the network to receive, transmit or make available to others messages that are **racist, sexist, obscene, profane, lewd, vulgar, inflammatory, threatening abusive or harassing** to others. (Note: A special exception may be made for hate literature if the purpose of such access is to conduct research. District employees may access the above material only in the context of legitimate research.)
- d) Engaging in **personal attacks**, including **prejudicial or discriminatory attacks**.
- e) Knowingly or recklessly posting **false or defamatory** information about a person or organization.
- f) Using another user's account or password.
- g) Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- h) Forging or attempting to forge e-mail messages.
- i) Engaging in **vandalism**. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- j) Using the network to send anonymous messages or files.
- k) Using the network to receive, transmit or make available to others a message that is **inconsistent with the District's Code of Conduct**.
- l) Revealing another person's personal address, telephone number or other personal information or **confidential information**.

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- m) Intentionally disrupting network traffic or crashing the network and connected systems.
- n) **Installing personal software** or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
- o) Using district computing resources for **commercial or financial gain** or fraud, or using the network for **commercial activity**, including advertising.
- p) **Stealing** data, equipment or intellectual property.
- q) Gaining or seeking to gain **unauthorized access to any files**, resources, or computer or phone systems, or vandalize the data of another user.
- r) **Wastefully using** infinite district resources.
- s) Using the network while access privileges are suspended or revoked.
- t) Assisting the election campaign of any person for any office or for the promotion or opposition to any ballot proposal is prohibited. (District employees may use the system to communicate with their elected representatives and to express their opinion on political issues.)

No Privacy Guarantee

Users of the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Sanctions

All users of the District's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy with or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, engaging in or advocating illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

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District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. This district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulations.