

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, so-called "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.

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. (Copy of the District's Employee Computer Services & Internet Use Regulations and Procedures is 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.

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.

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.

POLICY

2010

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Personnel

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Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Superintendent, Director of Technology, or his/her designee, may access all such files and communications 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.

Attachment: Employee Computer Services & Internet Use Regulations and Procedures

Adopted: 04/27/2010

**SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT
Huntington Station, NY 11746**

**EMPLOYEE COMPUTER SERVICES & INTERNET
USE REGULATIONS AND PROCEDURES**

EMPLOYEE ACKNOWLEDGEMENT:

I have read and understand the South Huntington Employee Computer Services and Internet Use Regulations and Procedures outlined below and on the attached pages. I have also affixed my signature to the last page indicating my full acknowledgement of these regulations and procedures.

PRINTED NAME: _____

SIGNATURE OF EMPLOYEE: _____

BUILDING ASSIGNMENT LOCATION: _____

DATED: _____

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This document sets forth South Huntington Union Free School District's regulations and procedures for the proper use of the district's computer equipment, network, Internet and district e-mail from South Huntington Union Free School District's computer terminals either in the district or remotely.

**General Principles:**

The general principle of use is that the Internet and other information systems and assets of the South Huntington School District are not to be used in a way that may be disruptive, offensive to others, or harmful to morale.

There is to be no intentional display, transmission or downloading of sexually explicit images, messages, cartoons or any transmission or use of the Internet that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Violation of this policy will result in appropriate disciplinary action.

Employees should use computer and Internet access, e-mail and the information systems for South Huntington School District business. The computer systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes, or other non-job-related solicitations and organizations.

All e-mail messages and other stored information are considered to be South Huntington School District records. The school district reserves the right to access and to disclose

all e-mail messages sent over its electronic mail. Correspondence via e-mail is not guaranteed to be private and confidential e-mails should be sent judiciously.

Employees shall not attempt to gain access to another employee's computer files or download data without the latter's express permission. However, South Huntington School District's Board of Education or Superintendent and his/her designee reserves the right to enter and access an employee's computer files of downloaded or transmitted data without prior notice, whenever the Superintendent determines that there is a need to do so, including but not limited to, the enforcement of this policy.

South Huntington School District sponsored Internet/Intranet/Network and e-mail privileges, like computer systems and networks, are considered South Huntington School District resources and are intended to be used for business purposes. Personal use should be kept to a minimum and usage may be monitored for usual or unusual activity. Users may be subject to limitations on their use of these resources.

The distribution of any information through the Internet, computer-based services, e-mail and messaging systems is subject to the scrutiny of the school district. The school district reserves the right to determine the suitability of this information.

South Huntington School District Internet applications, i.e., eBoards and webpages, shall be used only for school district sanctioned communications. Communications must not violate the Board of Education's Internet Use and Safety Policy and the practices set forth in the school district's Computer Technology and Internet Use Agreement that is signed by district parents, students and principals.

**Conditions of Use:**

***Users shall not:***

Visit Internet sites that contain obscene, hateful or other objectionable materials; send or intentionally receive any material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person.

Solicit business for personal gain or profit.

Use the Internet or e-mail for any illegal purpose.

Represent personal opinions as those of the South Huntington School District.

Make or post indecent remarks, proposals, or materials.

Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the South Huntington School District, or the school district itself.

Download any software or electronic files without implementing virus protection measures that have been approved by the school district.

**Intentionally interfere with the normal operation of the network, including the propagation of the computer viruses and sustained high volume network traffic which substantially hinders others in their use of the network.**

**Reveal or publicize confidential or proprietary information which includes, but is not limited to: student data, household information, computer software, identification keys, technical information, and computer/network passwords and access codes.**

**This agreement includes employee access to confidential or proprietary information, either from home, or remotely from non-district sites via the Internet or VPN connection.**

**Employees agree that such access shall be limited to authorized network users and further agree to take reasonable steps to maintain security when usage is from home or other remote sites.**

**Gain or seek to gain access to any files, resources, or data of another user without permission.**

**Examine, change, or use another person's files, output, user name or password for which they do not have explicit authorization.**

**Attempt to read, delete, copy, modify, or access in any way the e-mail of other system users.**

**Forge or attempt to forge e-mail messages.**

**Perform any other inappropriate uses identified by the network administrator, Director of Technology, Board of Education or the District Superintendent.**

**Use the computers and computer access for inappropriate non-South Huntington School District business.**

**Employees who identify a network, computer or data security problem must immediately notify the Superintendent of Schools, Director of Technology or building administrator without communicating or demonstrating the problem to anyone else.**

**Users who violate these guidelines may be subject to disciplinary action including written warnings, revocation of access privileges or termination proceedings. The South Huntington School District also retains the right to report any illegal violations to the appropriate authorities.**

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_