

ADMINISTRATIVE REGULATION: ACCEPTABLE USE OF DISTRICT TECHNOLOGY - (STAFF)

Scope and Definitions

The purpose of this document is to outline the responsible use of the Pine Plains Central School District computer network and technology systems. It does not attempt to define all possible legitimate uses or usage violations of these systems.

The following equipment and systems are the property of the Pine Plains Central School District and are subject to the provisions defined by this regulation:

- File and print servers, network connectivity devices (wired and wireless), data transmission media, data jacks or other termination devices.
- Desktop and laptop computers, printers, computer input devices (e.g. keyboards, mice), and docking stations, external storage devices (e.g. memory sticks, DASD devices), whether or not such devices are attached to the District network system.
- Computer projection units, electronic whiteboards, digital still or video cameras, computer scanners, computer monitors, speakers, and microphones.
- Other devices that may be attached to the District network system, such as security cameras, access control, or environmental control units.
- Software and firmware systems and devices, electronic mail and other networked communication systems (e.g. the Internet).

Professional Responsibilities, Staff Access, and Privileges

Staff members are encouraged to make use of District technology in order to enhance their educational and professional activities. Because the uses of these resources may vary due to individual work duties, access to particular technological resources may be restricted. User accounts are issued in order to provide required access.

It is the staff member's responsibility to insure that District technology assets are used solely to conduct school-related business, which is either of an educational or professional nature. Staff members shall not use any technology asset for personal business, non-educational uses, or any activity which is prohibited by law. Due to the wide availability of services and information on the network, some of which may be potentially offensive to certain groups of users, the individual staff member must be responsible for his/her actions in navigating and accessing networked technology.

Staff accounts and the use of District information technology are a privilege, not a right. Access may be suspended or revoked in the event of a breach of any of the provisions set forth in the District Policy and relevant Administrative Regulations. Additionally, violations may result in disciplinary action against the staff member consistent with the nature of the violation. Such actions may involve any applicable collective bargaining agreements, State and Federal laws and regulations, and referral to appropriate law enforcement officials if the violation is deemed illegal.

Any staff member who resigns, is terminated, or is laid off will have neither rights to nor access to the District's technology, including file and e-mail access.

The Acceptable/Unacceptable Use Policy includes, but is not limited to:

a. Security / Staff Accounts:

1. Staff login accounts, e-mail accounts, and their passwords are issued to individuals and designated groups only. No staff member will provide others with their access codes, passwords, or other access to District technology, nor expose the same to public view. Users may be held responsible for problems arising from the use of their accounts.
2. No user may access or attempt to access information on District technology assets without proper authorization and legitimate authentication.
3. No user may perform any action which has the effect of disrupting District business.
4. Staff members are responsible for insuring the security of any technology assets assigned to or created by them.
5. While signed into the network, a staff member may not leave any workstation unattended and in an unsecured state at any time.
6. Staff members with access to student records may not use, share, or release such records except as authorized by the District and/or State and Federal law.
7. Passwords should be changed if it is suspected that they have been compromised, by contacting the network coordinator.

b. District Email:

1. E-mail is a tool for District business communications, and staff members have a responsibility to use the resource in an efficient, effective, ethical, and lawful manner. E-mail communications should follow the same standards expected in written business communications and public meetings.
2. All e-mail accounts maintained by the District or its agents are the sole property of the Pine Plains Central School District. The District retains the right to monitor any employee's e-mail account if it has a reasonable suspicion of activities in violation of law, District policies, or the District Code of Conduct. Under relevant law, the District will refer any activity that may be violation of law to the appropriate law enforcement authorities.
3. Any staff member who resigns, is terminated, or is laid off will not have rights to or access to the District's e-mail.
4. E-mail users must adhere to all copyright laws. The creation, distribution, transmission, access, or other use of any material in violation of Federal or State Law is prohibited.
5. The creation, distribution, transmission, or use of threatening, obscene, harassing, lewd, discriminatory, or offensive e-mails is prohibited. Additionally, the creation and/or exchange of advertisement, chain letters, or other un-solicited mail are prohibited.
6. Registration to list servers and/or chat rooms is prohibited without prior authorization.
7. Reading or sending e-mail from another staff member's account is prohibited except under proper delegate arrangements.
8. Altering or reproducing another staff member's e-mail or attachments is prohibited.
9. Staff members are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, being polite, not being abusive in messages to others; using appropriate language; and not swearing or using vulgarities.

10. Any staff member who receives harassing, threatening, or unwelcome communications should immediately bring them to the attention of the teacher or principal.

c. Student Safety:

1. All Student technology equipment use will be supervised by a responsible staff member. Students will not be left unattended at any time while using the technology equipment.
2. All staff members supervising Students while using the technology equipment should be familiar with the applicable Student Policies in effect.
3. It is the responsibility of the supervising staff member to immediately report any misuse or vandalism of the equipment to the appropriate supervisory personnel.
4. The District blocks and filters District technology pursuant to the Children's Internet Protection Act.

d. File / Media Access and Copyright:

1. Staff members must adhere to all copyright laws related to software, print, data, video, and attributions of authoring. The unauthorized copying, transfer, installation, or printing of copyrighted materials without appropriate permission is prohibited.
2. The creation, distribution, transmission, access, or use of any material in violation of Federal or State Law is prohibited.
3. The creation, distribution, transmission, access, or use of threatening, obscene, harassing, lewd, confidential, discriminatory, or offensive materials is prohibited.
4. The use of streaming audio, video, or other Web and network media is limited to educational or professional use only, and is subject to the other regulations set forth in this document.
5. Staff members shall not vandalize, read, modify, edit, delete or otherwise engage in unauthorized use of another user's files.

e. Computer Equipment and Software:

1. It is the staff member's responsibility to use the District's computer equipment and supplies in a judicious fashion and in accordance with District policies. Prohibited activities may include excessive printing and/or unwarranted file storage, physical abuse, eating or drinking when using equipment, or any other potentially damaging activity.
2. Employees assigned technology equipment are responsible for its basic care and safety, including the reporting of any problems to the relevant supervisory staff member.
3. The relocation, installation, connection, or modification of any computer hardware, software, or other technology on the District's computer equipment or systems is prohibited without the express, written authorization of the Microcomputer System Director.
4. Any requests to have District related computer hardware or software installed or connected to District systems must first be directed to the Building Principal. If the Building Principal approves the request, he/she must contact the Microcomputer System Director to request the appropriate service.
5. All installations, connections, and modifications to District technology assets shall be performed by the Microcomputer System Director, unless the Microcomputer System Director gives express, written authorization to another person to make the installation or connection.

f. Expectation of Privacy:

1. Employees shall have no expectation of privacy in District electronic storage areas, including e-mail and all other items that have been placed on District computer systems.
2. All items placed on District computer systems are subject to District control and inspection. The computer coordinator may access all such files and communications to insure system integrity and compliance with District policies.

Due Process

Any staff member who is suspected of using District technology assets in a manner that would violate this policy or any other District policy, rule and/or regulation or would violate any State or Federal law or regulation, will be notified of the alleged violation and provided with an opportunity to respond to and discuss the allegation in a manner consistent with the applicable collective bargaining agreement.

Violations to the District Policies or this Regulation should be reported to your Principal or Supervisor immediately.

Pine Plains Central School District

Staff User Agreement – District Technology

As a user of the Pine Plains Central School District’s Technology Assets, I hereby acknowledge my responsibilities to act in accordance with the stated Policies and Regulations governing Technology Usage. I understand that if I am found to be violation of any of the District Policies and Regulations that my access to the Technology may be suspended or revoked; that I may be subject to District-related disciplinary action and/or State and Federal law and regulation; and that, if I engage in suspected illegal activities, I may be referred to appropriate law enforcement agencies.

Staff Signature: _____

Name (please print): _____

Date: _____