

POLICY

SUBJECT: DISTRICT STAFF TECHNOLOGY ACCEPTABLE USE POLICY

The Phelps-Clifton Springs Central School District (PCSCSD) provides technology to support teaching, enhance learning, and improve productivity. It recognizes that safeguards must be in place to protect staff and students, as well as to protect the District's investment in technology. This policy is intended to delineate the roles and responsibilities of all technology users in the school district. All PCSCSD employees, BOCES staff working on our campus, contractors and volunteers are required to comply with the provisions herein.

The Technology Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in use at our District. The policy encourages use of technology appropriate for a school environment, discourages harmful practices and establishes penalties for those who choose to violate the policy.

The use of PCSCSD technology is a privilege, not a right. Staff must supervise student use of technology at all times.

Definitions

As defined in this policy, the term technology includes, but is not limited to: all computers, printers, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable, TV telephone, fax equipment, Assistive Listening devices, Ipods; science lab equipment; all software and files, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

The term "staff" includes teachers, paraprofessionals, administrators, substitutes and any adult responsible for supervising students. The term "user" includes all staff members, contractors, volunteers and anyone who makes use of PCSCSD's technology.

Technology Use

All users must sign and return a Technology Acceptable Use Policy Statement before being allowed to use any of the district's technology. The Technology Acceptable Use Policy Statement will stay in effect as long as the user is employed in the PCSCSD. In the case of contractors, the Technology Acceptable Use Policy Statement will stay in effect for the duration of their contract; for volunteers, it will remain in effect whenever they are on-site.

Users are not allowed to utilize PCSCSD technology if a signed Technology Acceptable Use Policy Statement has not been submitted to the District Office.

Coverage

Technology on school property may be owned by the District, leased by the District, provided by other contractors or personally owned by staff, contractors or volunteers. Any technology, personally owned or otherwise, is subject to the Technology Acceptable Use Policy when it is on school property or attached to the school network.

Certain District technology is approved for use at home - for example, laptops assigned to staff members. When District technology is used at home, it remains subject to the Technology Acceptable Use Policy. While users may not have a filtered Internet connection at home, they remain responsible for complying with the Internet Use regulations.

District laptops used at home with an unfiltered Internet connection run a greater risk of picking up adware and spyware. Users are responsible for running tools (available as shareware from the District) to keep their systems clean of this type of software or notifying the Technology Department so a laptop can be cleaned.

Internet Use

The Internet contains a rich collection of educational resources which can enrich and extend instruction. Because it is an unregulated, worldwide medium that is always growing and changing, it is the responsibility of PCSCSD employees to ensure that students and staff can make use of this resource safely and responsibly. PCSCSD uses an Internet content filter is compliant with the Child Internet Protection Act (CIPA), in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored.

Beyond this, each technology user must take responsibility for his/her actions online. An attempt to:

- visit inappropriate web content
 - download inappropriate files with or to PCSCSD equipment
 - upload files to any site not approved by PCSCSD
 - communicate with anyone in an inappropriate, harassing or threatening manner, or
 - upload information such as pictures and personal information of any staff or student
- may result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action. Internet filters are not a substitute for staff diligently monitoring students' computer and Internet use. Students must be appropriately monitored to ensure that they are visiting acceptable sites and complying with the Student Acceptable Use Policy and all school rules. Staff is responsible for ensuring student use of web sites is age appropriate and enhances the PCSCSD educational curriculum.

Technology Code of Ethics

1. Respect the school's property. All technology owned or leased by the District is the property of PCSCSD. Desktop technology and network printers are not assigned to personnel, but rather to specific physical room locations. No one is to intentionally damage or tamper with technology assigned to these physical locations. Desktop and network printer technology can only be moved out of the assigned space by the Technology Dept.

Laptops can only be assigned by the Technology Department and are covered by the Laptop Receipt Agreement.

2. Commercial activity including, personal sales or promotions of products or services, political lobbying, gambling and/or illegal activities is strictly prohibited. Sites that contain personal advertisements or facilitate making online connections with other people are restricted. District resources may be used for political purposes that promote the interests of the school district, but may not be used to promote the candidacy of any candidate for political office.
3. Be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not accept, send, display, or use profanity or obscene, explicit or offensive material.
4. Protect your privacy and safety by not disclosing personal information such as your telephone number, address or location unless absolutely necessary and only to a web site identified as using SSL. Do not disclose your passwords and use only the passwords assigned to you. Do not attempt to disguise your identity when logging into the network or sending e-mails.
5. Recognize and respect the intellectual property of others, including work and online materials. Adhere to Federal copyright laws and publishers' licensing agreements.
6. If you install instructional software on any device, you must be legally licensed to use it on that device and you must be prepared to demonstrate that proof of licensure at any time. Users are not permitted to install personal software on district owned resources, unless such software is for instructional or professional use.
7. Respect the integrity of the PCSCSD networks. Only enter systems for which you are authorized. Do not attempt to circumvent or subvert system security. Do not tamper with, alter or cause disruption of networks.
8. Report user misconduct, suspected viruses and technical problems immediately to your direct supervisor so that action can be taken to minimize possible damage to technology.
9. Use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources. Conserve resources, including but not limited to electricity, file storage space, bandwidth, toner, and paper. Do not damage or alter hardware, software, electronic systems or networks.

Violation of the Technology Code of Ethics

Any violation of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

Areas of Responsibility

School and district administrators are responsible for implementing and enforcing the Technology Code of Ethics in their building. School staffs are responsible for informing students and their parents of the Technology Code of Ethics. It is the responsibility of staff members to enforce this Technology Acceptable Use Policy. Users must preserve evidence of misconduct and notify their building administrator and the Technology Department when they encounter technology misconduct on the part of any user. Students in their charge who have not returned the appropriately signed Student Acceptable Use Statement will have limited use of PCSCSD technology.

School staffs are responsible for providing guidance and monitoring student use. All technology users are responsible for reviewing and abiding by the Technology Code of Ethics.

Authorized PCSCSD personnel and their legal representatives may review files and communications to maintain system integrity. All users should assume that digital and electronic communications and storage are not private, permanent, nor necessarily secure.

PCSCSD is not responsible for any unauthorized access or damages resulting from the loss of data, delays, service interruptions, copyright violations by users or the accuracy or quality of information obtained through its electronic resources.

PCSCSD is responsible for remaining in compliance with State and Federal telecommunication laws and regulations.

PCSCSD is not responsible for staff use of technology resources outside of school. Staff may be disciplined for any technology use whatsoever that would materially and substantially interfere with the operation of the PCSCSD or that negatively impacts the ability or fitness of any staff person to effectively serve the school.

Electronic Mail (e-mail)

The PCSCSD recognizes electronic mail (e-mail) as an effective way to facilitate communication among staff members and with the larger community. Electronic mail can assist in effectively completing both administrative and instructional tasks. It is intended to conduct the business of the district. However, it is permissible to use the district e-mail for personal communication providing such communication adheres to all standards set forth by this policy.

All PCSCSD staff members must be aware that e-mail is not a secure form of communication. The information system and the information placed or stored on the district's e-mail system are District property and subject to public disclosure as per state and federal laws. The school's e-mail system routinely records and stores messages sent or business received on the network, even when the message is "deleted" by the individual user. All e-mail and Internet use is subject to review by the District from time to time, or at any time at management's discretion.

Messages sent, received or stored on the school's e-mail system are not private. Any e-mail can become a public document and all users must make every effort to use it appropriately.

Only send e-mails whose content can be displayed publicly. If not, consider rephrasing or using an alternative means of communication. E-mail also has enormous potential for misuse and can increase the risk of litigation. All staff members must be alert to the legal risks posed by this form of technology. All staff members are expected to use e-mail in a responsible, effective and lawful manner. Note that e-mail "chain letters" unnecessarily waste District file storage space. Social interaction between staff and students is not an appropriate use of e-mail.

E-mail can be used to communicate with parents. Be aware that the Family Educational Rights and Privacy Act (FERPA) applies to all e-mail, as well as verbal, communications.

Although by its nature e-mail is less formal in style than other forms of written communication, responsible conduct still applies. All PCSCSD employees are to refrain from the following activities, and realize that they can be disciplined and held legally liable for misconduct including but not limited to:

- Sending or forwarding e-mails containing libelous, defamatory, offensive, racist or obscene content. Staff receiving such e-mail should report it promptly to their building administrator and the Technology Department.
- Transmitting confidential information to parties for whom the information is not intended or when such violation violates privacy laws.
- Violating copyright laws by forwarding or copying messages or attachments without proper permission.
- Intentionally sending an attachment that contains a virus.

Policy Exceptions

The Technology Acceptable Use Policy will be followed by all users. Exceptions will be made for employees or agents designated by the Superintendent, who are conducting an investigation of technology usage which potentially violates this policy or the law. Exceptions will also be made for computer system administrators and designated staff who maintain technology for the District.

Adopted 9/08/04
Revised 9/26/07

PCSCSD Technology Acceptable Use Statement

I understand that rules and regulations are necessary in order to offer technology opportunities in the workplace.

I have read, understand, and agree to comply with the PCSCSD Acceptable Use Policy, #6470. I realize that conduct which violates this policy may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. I release PCSCSD from any liability or damages which may result from the use of its computers, software, and networks. I further understand that there is a potential for access to information on the Internet that is inappropriate for PCSCSD staff or students.

Print: _____

Signature: _____

Date: _____