
**EMPLOYEE AND GUEST USE OF DISTRICT INFORMATION TECHNOLOGY
RESOURCES**

The Catskill School District is providing employees, students and community members with access to the District's electronic communication system, which includes computer and Internet access. Generally, the same standards of acceptable employee conduct, which apply to any aspect of job performance, shall apply to use of the District Computer Network (Network).

Employees are encouraged to utilize electronic communication in their roles as employees of the District. Employees are also encouraged to utilize electronic means to exchange communications with parents/legal guardians or homebound students, subject to appropriate consideration for confidentiality issues.

Communications over the Network are public in nature. E-mail and voice mail are not confidential or secure; therefore, general rules and standards for professional behavior and communications will apply. The District reserves the right to monitor these activities.

Building a partnership between the school and the community has included extending the availability of computer use at the school to the members of the community. Persons, who take classes, do volunteer work for the school, or wish to use the Network for research, to assist students, or any other reason, must abide by this policy. Privacy is not guaranteed.

1. The district e-mail system is the property of the school district. All messages composed, sent, or received on the system are and remain the property of the district.
2. The district reserves the right to monitor the email system and disclose communication contained therein in order to ensure that it is being used for approved purposes only and to ensure that the district regulations are followed. Random checks of email will protect the district from claims that it is arbitrary and capricious in checking email.
3. Email is subject to the public records law and anything produced on the district system is subject to public scrutiny.
4. Use of the system for activities prohibited by district policy or regulation including:
 - distributing or maintaining discriminatory, offensive, obscene or defamatory material
 - annoying or harassing other people engaging in non-district related activities for gain or profit advertising, soliciting, or fund raising for matters not related to the district
 - presenting personal views as those of the district
 - improperly disclosing confidential information
5. Inappropriate use of the system may result in disciplinary action

POLICY

2007

Personnel & Negotiations

Administration

The Superintendent of Schools shall designate appropriate personnel to oversee the Network.

- The Director of Technology will oversee staff training in software and basic network orientation and will ensure that staff supervising students using the network will provide similar training to their students and community members, which may include providing copies of district policy and regulations governing the use of the Network.
- Under the direction of the Director of Technology, the Network Administrators will monitor and examine all network activities, as appropriate, to ensure proper use of the system. The Network Administrators will establish a process for setting up individual and class accounts, establish a District virus protection process, and maintain the hardware in accordance with the service agreement.

The Superintendent shall be responsible for disseminating and interpreting district policy and regulations governing use of District's Computer Network at each building level with all network users.

All employee and guest signed agreements to abide by District policy and regulations shall be kept on file in each respective building.

Revised/Adopted: 9/26/07