EMPLOYEE AND GUEST EDUCATIONAL TECHNOLOGY USE REGULATION
For Employee and Guest Users

The Catskill Central School District considers computers to be a valuable tool for education and encourages the use of computer-related technology in school classrooms to further the educational goals of the district.

Through software applications, online databases, electronic mail, computer use will significantly enhance educational experiences and provide statewide, national and global communication opportunities for students and staff.

When a staff member or guest in the Catskill Central School District accesses computer network and educational technology owned or operated by the District, he or she assumes certain responsibilities and obligations. All access of this type us subject to school district policies and to local, state and federal laws. The Catskill Central School District expects that staff and guests use of computers provided by the district will be ethical, for educational pursuits, and will reflect academic honestly. Staff must demonstrate respect for intellectual property, system security, and privacy.

All staff and community members using district computer facilities must sign an Information Technology Use Agreement (9999-E.1), which includes the person's name, address, phone number, e-mail address, date and school building. In addition, employees and guests will sign a logbook each time he or she uses a school lab computer. This sheet shall contain the user's name, date, time, computer number being used, and reason for use.

Internet Access

- Only authorized users may use District computers.
- Staff and authorized guests will be provided with an individual account and password. Passwords are not to be shared. They may be periodically changed. Limitations will be placed on guest accounts to be determined by school personnel.
- Staff and authorized quests are not to participate in chat rooms;
- Message bulletin boards and lists serves for professional purposes such as the exchange of ideas and information relative to research may be used.
- Staff and authorized guests may not construct their own personal independent web pages using the District's computer resources.
- Staff will immediately inform the Network Administrator if they receive information which is inappropriate or makes them feel uncomfortable. Authorized guests must notify school personnel.

Acceptable Use and Conduct

As a staff member or guest you are expected to make appropriate use of computer resources provided by the school or district.

- Use computer resources only for authorized purposes, following established procedures

- Each individual with an access account is responsible for its proper use and all activities on your assigned account. All users must maintain the privacy of their own password.
- Access only files and data which are your own, which are publicly available, or to which you have been given access. If a staff member or authorized guest notices a violation of his/her account, the network administrator should be notified immediately. Authorized guests must notify school personnel.
- E-mail should be used primarily for business, school and curriculum-related projects, and shall not be used in violation of these or any other District policies in any respect. Users will check their e-mail regularly and delete unneeded messages routinely.
- Staff and authorized guests shall only use school-approved and legal versions of copyrighted software which has been purchased by the district, with the exception of viewing software for potential school use.
- Be considerate in your use of shared resources
- Computer users will only view material on the Internet that is in accordance with District policy.
- All staff and authorized guests 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.
- Staff identifying a security problem on the network must notify the Network Administrator. Authorized guests must notify school personnel.
- Staff and authorized guests identified as having a history of violations of District computer use guidelines may be denied access to the school network.
- [tbd insert rules regarding remote access, shadowing, etc.]

Prohibitions

It is not the intention of this policy to define all inappropriate usage. However, in addition to the general requirements of acceptable computer usage, activities which shall be prohibited by employee members or authorized guests using the Network include, but are not limited to, the following:

- 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 property rights and laws.
- Using the Network that in any way results in unauthorized charges or expense to the District.
- Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- Installing software on the Network.
- Changing, copying, renaming, deleting, reading or otherwise accessing files or software not orated by the employee member without express permission from the computer coordinator.

- Violating copyright law.
- Employing the Network for commercial purposes, product advertisement or political lobbying.
- Disclosing an individual password to others or using others' passwords.
- Sharing confidential information on students and employees.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Engaging in practices that threaten the Network (e.g. loading files that may introduce a virus).
- Violating regulations prescribed by the Network provider.
- Use of the Network for other than school related work or activities.
- Assisting a student to violate District policy and/or regulation or failing to report knowledge of any student violations of the District's policy and regulation on student use of computerized information resources.
- Use that violates any other aspect of school district policy and/or regulations, as well as local, state or federal laws or regulations.

<u>Prohibited Use</u>
Staff must not make inappropriate use of computer resources provided by the District or school. The following actions are considered inappropriate
- Using computers for personal entertainment and game-playing
- Using computers for personal communications (including e-mail) unrelated to school or district work;
- Using another person's password or revealing personal passwords to another staff or student
- Using another person's files or data without permission
- Using computers programs to decode passwords or to access control information
- Attempting to circumvent IT subvert system security measures;
- Copying files, data, or programs from the Internet without permission;
- As we move forward with the adoption of our internet and computer use regulations, please keep the following in mind:
- 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.
- 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 purposed 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.
- Email is subject to the public records law and anything produced on the district system is subject to public scrutiny.
- 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
- Inappropriate use of the system may result in disciplinary action

Any user of the Network that accesses another network or other computer resources shall be subject to that network's acceptable use policy.

No Privacy Guarantee

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

Sanctions

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

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 Network 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, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or the errors or omissions of any user. The District also will not be responsible for unauthorized financial obligations resulting from the use of or access to the Network.

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 regulation.

Property Rights

The District has the right to specify who uses its equipment and the information contained therein. District may also specify under what circumstances and to what purpose the equipment is being used. Equipment purchased by the District belongs to the District and/or to BOCES and employees, volunteers, and students in the District do not have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is

strictly prohibited and will subject the violator to disciplinary action. No person shall have exclusive use of District equipment unless authorized by the Superintendent.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Network. Employee and/or guest violations of the District Information Technology Use Agreement will be handled in accord with District policy.

Academic Freedom, Selection of Material, Student Rights to Free Speech

Catskill School Board policies on Academic Freedom and Free Speech will govern the use of the Internet. When using the Internet for class activities, teachers will select material which is appropriate in light of the age of the students and that is relevant to course objectives. Teachers will preview the materials and sites they require or recommend for student access to determine the appropriateness of the material contained in or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

District Web Site

The District has established a District Web Site (**www.catskillcsd.org**) and will continue to develop and update Web pages that will provide information about the District. The Director of Technology is designated as responsible for coordinating and maintaining the District Web Site. School/Class Web Pages may be established to present information about the school or class activities. The Director of Technology will coordinate with the building principals to determine the process for maintaining each school's respective Web pages. Teachers will work with the Director of Technology for developing and maintaining any special class Web pages. Students will be encouraged to contribute to the development of Web pages and updating the District Web Site, but must do so under the supervision of the Director of Technology and/ or teacher. Material presented on student Web pages must be related to the student's educational and District activities. The District has the right to deny the posting of information and material which is not appropriate in accordance with District web site policy. In addition, Extracurricular/Organization Web pages must relate specifically to the organization's activities. P.T.A. and Community Web pages must follow the same procedure.

Staff Notification

Upon adoption of this policy and regulation, the Superintendent shall establish a system whereby each current employee is provided with same. Thereafter, each new employee shall be provided with a copy of this policy and regulation when applying for access to the Network.

Adoption date: 12/14/05