

**CENTER MORICHES UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION POLICY**

STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide access to various computerized information resources through the District's Computer System ("DCS" hereafter) consisting of software, hardware, computer networks, servers and electronic communication systems. The Center Moriches School District is pleased to bring this access to staff and students, and believes it offers valuable, diverse and unique resources to support education. This access includes internal resources, the Internet, e-mail, and dedicated on-line services provided by the district. It may include the opportunity for some users to have independent access to the DCS from their homes or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the school district. Our goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication while maintaining a safe and secure computing environment.

One purpose of this policy is to provide notice to staff that the DCS will allow access to material on external computer networks (i.e. the Internet) not controlled by the school district. Some of these materials may be deemed unsuitable by parents/guardians for student use or access. Furthermore, users of the DCS may have the ability to access such information from their homes or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications.

Standards of Acceptable Use

Generally the same standards of acceptable conduct, which apply to any school activity, shall apply to use of the DCS. 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 conduct and use as well as proscribed behavior. DCS users are expected to communicate in a professional manner consistent with applicable district policies and regulations governing the behavior of school staff. The DCS is not to be utilized to share confidential information about students or other employees with unauthorized persons or entities. In addition, transmission of confidential student information in a non-secure manner (e.g. e-mail) is prohibited.

Acceptable Use Guidelines

- The individual in whose name a system account is issued will be responsible at all times for its proper use. Users shall not let other persons use their name, username, or password for any reason. Attempts to log into the DCS as another user may result in cancellation of DCS privileges and/or disciplinary actions.

- Users shall not use system resources for any non-instructional purposes, illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy and guidelines and/or the law.
- Users may not install, download, copy, or distribute copyrighted materials such as software, audio/video files, or graphics without the express written permission of the copyright owner.
- District policies on plagiarism will govern use of material accessed through the district's systems. Users will not plagiarize works that they find on the Internet or other copyrighted sources. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Teachers shall instruct students in appropriate research and citation practices.
- Users are prohibited from introducing unapproved software, regardless of intent. These may include, but are not limited to: scripts, applets or other programs obtained via email, CDROM, DVDROM, USB storage device, or any other removable media, or Internet site.
- Users shall not use the DCS resources to purposefully distribute, create, or copy materials that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation. Users should be aware that the inappropriate use of electronic information resources could be a violation of local, state or federal laws. Violations can lead to prosecution.
- The district provides filtering mechanisms to help prevent accidental access to inappropriate materials as defined under 47 U.S.C. 254 (Children's Internet Protection Act of 2000). Inappropriate sites include material that is abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. However, in the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or building administrator. Intentional or repeated visits to inappropriate sites will elicit a warning. Further attempts will result in a loss of DCS privileges and/or disciplinary actions.

Technology equipment shall not be moved from its designated location without written permission. District computers shall not be disconnected from the district network nor connected to other networks, such as cellular or broadband services. Non-district equipment may not be connected to the district's network via any means. Such equipment includes, but is not limited to: personal computers, laptops, printers, media players, nor any other hardware not purchased by the district for the express purpose of education and/or the administration of our programs. Use of non-district equipment or communication channels is a practice that cannot be defended. The district is not liable for the safeguard or security of any personal equipment brought from home for student or staff use. Technology personnel will not be responsible for supporting personal equipment.

DCS users 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 student rights of privacy created by federal and state law. DCS users who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures and policies. The district reserves the right to pursue legal action against a DCS user who willfully, maliciously or unlawfully damages, destroys, or steals property of the district. Further, the district may bring suit in civil court against the parents/guardians of any student who willfully, maliciously, or unlawfully damages, destroys, or steals district property pursuant to General Obligations Law Section 3-112.

Privacy Rights

DCS data files and electronic storage areas shall remain district property. Routine maintenance and monitoring of the DCS may lead to discovery that a user has or is violating the Staff Use of Computerized Information Resources Acceptable Use Policy, the disciplinary code, or the law. The Center Moriches School District reserves the right to 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. DCS users should **not** expect that information stored on the DCS will be private. Any and all student information disclosed by the district to personnel with “legitimate educational interests” in the information falls under Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.§1232g and shall be held to those standards of confidentiality.

Notification/Authorization

The district's Acceptable Use Policy and Regulations will be disseminated to staff, students, and parents/guardians in order to provide notice of the school's requirements, expectations, and DCS users' obligations when accessing the DCS.

Use of the DCS is conditional upon written agreement by staff and 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.

Center Moriches School District makes no warranties of any kind: whether expressed or implied, for the service it is providing. Center Moriches School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence, or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Center Moriches School District specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable conduct as well as prohibited activities so as to provide appropriate guidelines for use of the DCS.

CENTER MORICHES SCHOOL DISTRICT**STAFF AGREEMENT**

I understand and will abide by the **Center Moriches School District Staff Use of Computerized Information Resources Acceptable Use Policy**. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be pursued.

Staff Member's Full Name (please print): _____

Staff Member's Signature: _____

Date: _____

Adopted: 05/02/12