

Personnel

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The District's computer network (the "Network") provides access to reference resources, production tools, instructional material, the Internet, and email. All use of the District's electronic resources shall be consistent with the District's goal of promoting educational excellence and administrative efficiency. District staff members shall exercise professional judgment and follow the provisions of this policy when using District electronic resources.

Use of the Network

Access to the Network shall be for the purpose of education or research consistent with the educational goals of the District or for other legitimate District use.

Password and File Protection

Network accounts are to be used only by the authorized user of the account for the purposes allowed herein. Using or sharing another user's login name and password is prohibited. Each user shall be responsible for any action performed under his or her login name, regardless of whether he or she performed the action.

Network Security

In order to ensure that the Network is available to all users, users shall adhere to the following rules:

- a) Users shall not intentionally disrupt the use of the Network by others.
- b) Hardware, software, files, data or passwords shall not be destroyed, modified, copied, damaged or abused in any way.
- c) Malicious use of the Network or the Internet that harasses other users, infiltrates a computer or computer system and/or damages the software components of a computer or computer system (e.g., creates viruses) is prohibited.
- d) Any user who identifies a possible security problem shall immediately notify the Director of Technology.

Copyright Protection

Users shall recognize that software and materials accessible via the Network or the Internet are protected by copyright and/or other intellectual property laws; therefore, users shall comply with all such laws and, without limitation of the foregoing:

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SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)

- a) Shall give credit for all copyrighted materials obtained from the Network or the Internet;
- b) Shall not make copies of copyrighted software found on school computers, either by copying them onto storage devices or by copying them onto other computers through electronic mail;
- c) Shall not give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain;
- d) Shall not receive copyrighted software from outside sources through school computers; and
- e) Shall not download copyrighted material without permission from the copyright owner.

Prohibited Uses

No staff member shall, while using District resources (including, without limitation, desktop computers, laptop computers, and digital cameras, and regardless of whether access to the Network or the Internet is gained directly or through any proxy servers, IP Relay or other technologies that bypass or circumvent any filtering or monitoring devices or software) either on or off school property:

- a) Engage in any conduct on the Network or the Internet that constitutes hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation, impersonation, and/or similar behaviors;
- b) Post chain letters or engage in sending "spam" (annoying or unnecessary messages sent to large numbers of people);
- c) Access or participate in chat rooms, blogs, online discussion groups or social networking sites except for legitimate educational purposes;
- d) Intentionally use the Network or the Internet to violate the provisions of any Board Policy or to access or process files dangerous to the integrity of the Network and its users;
- e) Except to the extent permitted below, use the Network or the Internet for personal purposes, including but not limited to purchases, commercial activity, financial transactions, product advertisement, political lobbying, or any illegal activity;
- f) Use the Network or the Internet to access gambling or gaming sites;

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- g) Use the Network or the Internet to access, or deliberately attempt to access, sexually explicit web sites (including, without limitation, any website that has posted a warning or disclaimer that access by persons under the age of 18 is inappropriate). If a user reaches such a site by accident, he or she shall immediately leave the site and advise his or her supervisor or the Director of Technology of the accidental access;
- h) Use the Network or the Internet to obtain access to file share programs; or
- i) Post on the Internet, without the express permission of the Superintendent or his or her designee, any personal or identifying information pertaining to District students or staff members including, but not limited to, social security numbers, photographic images, home addresses, or telephone numbers.

Electronic Mail

Each staff member, while using District resources:

- a) Shall check email frequently and respond appropriately and in a timely manner to work-related emails;
- b) Shall manage his or her email account in such a way that incoming messages can be promptly received under such user's designated storage quota;
- c) Shall not provide system email addresses to mailing lists for a commercial purpose;
- d) Shall not send anonymous messages or files through the Network; and
- e) Shall recognize that electronic communications systems should be used during the school day primarily in connection with the performance of his or her job. Notwithstanding the foregoing, staff members may use District resources to send and read personal email messages, provided that such usage does not interfere with the performance of the user's professional responsibilities. Failure to limit use to appropriate times or to comply with the provisions of this policy may result in loss of this privilege.

Privacy Issues

Users should not expect, nor does the District guarantee, privacy on the Network. The District owns all Network files and email and therefore reserves the right to take appropriate actions with respect thereto, including but not limited to the following: log Internet, email and Network use; monitor file server space utilization by users; monitor personal use of the Network and Internet; and read the contents of files in the user's network storage drive.

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Web Pages

Every web page created by a staff member shall comply with published guidelines provided by the Director of Technology.

Penalties

Failure of any staff member to follow this policy shall result in appropriate disciplinary action and/or legal action, consistent with the relevant collective bargaining agreement and federal, state and local law. A staff member whose conduct on the Network violates federal, state or local law may be prosecuted by law enforcement.

No Warranties or Responsibility

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 District's Network and the Internet use the information obtained at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. The District is not responsible for any damages suffered by any user, including, 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 is not responsible for unauthorized financial obligations resulting from the use of or access to the District's Network or the Internet. 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 this policy.

NOTE: Refer also to Policies #3120 -- District Standards and Guidelines for Web Page Publishing

#8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 6/19/12

Pelham Public Schools
STAFF USE OF ELECTRONIC RESOURCES
For Use After 7/1/15

Name: _____

Position: _____

School(s): _____

I have read and understand the Pelham Board of Education Policy 6410

STAFF USE OF ELECTRONIC RESOURCES

And agree to abide by this policy.

I understand that I have no right to privacy when I use the District's Electronic Resources. I understand District staff may monitor all Network and Internet communications and activities.

I further understand that my violation of these provisions may result in disciplinary and/or legal action.

Staff Signature: _____

Date: _____

