

**NEWFANE CENTRAL SCHOOL DISTRICT**  
**Non-Student Use of Computerized Information Resources**

**Program Implementation**

The Newfane Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." All use of the DCS shall be subject to this policy and accompanying regulations.

The DCS is provided for staff to enhance the educational programs of the District, to further District goals and objectives. The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS.

**Acceptable Use**

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. The standards of acceptable use as well as prohibited conduct by staff accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. This is a guide to assist in decision making. The staff member who commits an act of misconduct which is not specifically addressed in District policy and/or regulation may also be subject to disciplinary action, including restricted access to the DCS as well as the imposition of discipline under the law and/or the applicable collective bargaining agreement. Legal action may also be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, threatening or obscene material, and rights of privacy created by federal and state law. It is presumed that users will comply with District standards and adhere to the District's **Acceptable Use Procedure For Technology**.

**Electronic Communication**

Staff members are encouraged to utilize electronic communications in their roles as employees of the District. Staff members are also encouraged to utilize electronic means to exchange communications with parents/guardians, subject to appropriate consideration for student privacy. Communications over the DCS are often public in nature and may be subject to F.O.I.L. (Freedom of Information Law). Electronic mail and electronic communication systems are not to be inappropriately utilized to share confidential information about students or other employees.

**Personal Use**

Staff usage of the DCS should be limited to school related issues or activities. The District recognizes, however, that in times of personal or family emergencies it may be necessary to

use DCS resources for personal matters. Using the DCS for occasional non-emergency personal use should be done during off duty time.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the computer coordinator. The user is not to demonstrate the problem to other users. Attempts to log on to the DCS as a Network Administrator constitutes a threat to the DCS and will result in immediate cancellation of user privileges.

## **Privacy Rights**

Staff data files, e-mail and electronic storage areas shall remain District property, subject to District control and inspection. The computer coordinator (by authorization from the District Superintendent) may access all such files and communications to ensure system integrity and that users are complying with requirements of District policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

## **Guidelines**

Use of the DCS which violates any aspect of Newfane Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing staff behavior, DCS users will reference the District's **Acceptable Use Procedure For Technology** for specific guidelines. General guidelines include the following fourteen (14) examples:

- 1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive, also no gambling is permitted.
- 2) Using the DCS which in any way results in unauthorized charges or expense to the District.
- 3) Non-Appropriate sharing of confidential information on students and employees (examples include: unauthorized sharing of student or employee information, and any violation of FERPA).
- 4) Use of obscene or vulgar language.
- 5) Harassing, insulting or attacking others.
- 6) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 7) Using unauthorized software on the DCS (*i.e. personal software*) and unauthorized external devices.
- 8) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the staff member without express permission from the computer coordinator.

- 9) Violating copyright law.
- 10) Employing the DCS for commercial purposes, product advertisement or political lobbying.
- 11) Disclosing an individual password to others or using others' passwords.
- 12) Transmitting material, information or software in violation of any District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
- 13) 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.
- 14) Use which violates any other aspect of Newfane Central School District policy and/or regulations, as well as local, state or federal laws or regulations.

### **Sanctions**

The computer coordinator will report inappropriate behavior to the staff member's supervisor who will take appropriate disciplinary action in accordance with appropriate due process procedure. Any other reports of inappropriate behavior, violations or complaints will be routed to the staff member's supervisor for appropriate action. Depending on the severity of the offense, appropriate discipline will be applied by the supervisor under the rights of the Collective Bargaining Agreement. Violations may result in a loss of access to the DCS and/or disciplinary action. When applicable, law enforcement agencies may be involved.

### **Notification**

All staff will be given a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Training will be provided with a question and answer session. All new employees will receive the policy as a part of the hiring process.

### **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 Newfane personnel use of the DCS.

### **Acceptable Use Procedure For Technology**

The Newfane Central School District will make available a variety of technological resources to support learning and enhance instruction. Our goal is to provide access to diverse, state-of-the-art technology tools to facilitate resources sharing innovation and communication. The users (defined as any student, teacher, administrator, staff member, or community member utilizing a District computer) of these tools take on certain responsibilities, including the use of technology in an ethical manner.

#### *Ethical Guidelines for Acceptable Use of Computer Networks in Schools*

We encourage the use of computers and technology available at Newfane; however, with this privilege comes responsibility. Violations of the following guidelines may result in a loss of access as well as other disciplinary or legal action. Users will be expected to:

**Respect the privacy of others:**

- Users will keep their passwords confidential.
- Users will not try to learn passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or stand alone systems.
- Users will not modify or read files of other individuals; however, it should be noted that system administrators have access to all files. Privacy shall not be assumed in this case.

**Respect the legal protection provided by copyright and license to programs and data:**

- Users will not make copies of licensed programs, in violation of Copyright Laws.
- Users will not install their own software on District computers, only district owned and/or approved software may be installed.
- User will not download or share copyrighted media files. This includes downloading software that facilitates the downloading or sharing of copyrighted media files.

**Respect the integrity of the District networks and other networks to which we are connected:**

- Users will not intentionally develop or use programs to harass (*to annoy persistently: to create an unpleasant or hostile situation for especially by uninvited and unwelcome verbal or physical conduct*) others, infiltrate a computing system, damage or alter software components on the DCS network.
- Users will not intentionally send inappropriate, obscene or hateful messages/mail to others.
- Users will not copy or modify server or network system files.
- Users will not abuse (*a corrupt practice or custom: improper or excessive use or treatment: a deceitful act: language that condemns or vilifies usually unjustly, intemperately, and angrily*) computer or network hardware (i.e. mice, keyboards, etc.).
- Users will not use encryption programs on District computers.

**Respect the materials and resources of the District:**

- Users will not play non-educational "games" on District computers.
- Users will not use the District's computer resources for non-academic activities.
- School matters, i.e. research, instruction take precedent over personal matters.

**Respect the materials and resources of Internet accounts:**

- Will not send and will discourage the receipt of offensive material over the Internet.
- Users will not use obscene, offensive, harassing, insulting, or otherwise abusive language over the Internet or on e-mail.
- Users will not violate copyright laws; works may not be plagiarized.
- Users will not trespass in another's folders, work or files.
- Users will not use electronic communication systems for anything other than educational purposes.
- Users will not employ the network for commercial purposes.
- Non educational communications should be posted on the bulletin board.

### **Inappropriate Access to Material**

- Resources shall not be used with material that is profane, obscene (pornographic), or advocates illegal acts, violence, or illegal discrimination.
- Instant messaging is not permitted. The use of non-educational Internet games, web chats and any unauthorized software is prohibited.
- Inadvertent inappropriate access shall be reported immediately to school administration. (Principal and or direct supervisor.)

### **Consequences of Violations**

Suspected violations of acceptable use will be communicated to appropriate school personnel. Persons found to be in violation of acceptable use may be denied technology access on appropriate District equipment. Any determination of non-acceptable usage serious enough to require disconnection shall be promptly communicated to appropriate supervisory staff for further action.

### **Actions may include the following:**

- Users could be banned from access to specific technological equipment or facilities for a period of time.
- Users could be required to make full financial restitution.
- Users could be banned from using electronic communication systems.
- Users could lose INTERNET account privileges.
- Users could face prosecution if criminal activity is involved.

**Newfane Central School District  
Acceptable Use Procedure for Technology**

I have read and understand the contents of the Newfane Central School District AUP and agree to follow the guidelines set forth.

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Non-Student Signature

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Date