

STAFF ACCEPTABLE USE POLICY

Sharon Springs CSD is providing staff access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational and operational purposes. The primary purpose of this network is to assist staff, or provide a tool to staff, for educational and operational purposes. This document contains the rules, regulations and procedures for the staff's acceptable use policy of the Sharon Springs CSD electronic network as follows:

- The Sharon Springs CSD electronic network has been primarily established for a limited educational and operational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. The term "operational purpose" includes all other district operations.
- The Sharon Springs CSD electronic network has not been established as a public access service or a public forum. Sharon Springs CSD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- The Sharon Springs CSD recognizes that a certain amount of personal use by staff may be conducted on district issued equipment. However, said personal use is expected to be maintained at a minimum (i.e.; additional college certification, credit work, limited personal e-mail, internet research, subject/professional related information...), similar to the District telephone use policy.
- The district is not responsible for the actions of staff that violate the policy beyond the clarification of standards outlined in the guidelines.
- The district reserves the right to monitor all activity on this electronic network. Staff will indemnify the district for any damages that is caused by inappropriate use of the network.
- Staff is expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities, as well as the law in the use of the Sharon Springs CSD electronic network.

General Unacceptable Behavior

While utilizing any portion of the Sharon Springs CSD electronic network, unacceptable behaviors include, but are not limited to, the following:

- Staff will not post information that, if acted upon, could cause damage or danger of disruption to the school district.
- Staff will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Staff will not knowingly or recklessly post false or defamatory information about a person or the District with the use of District issued equipment.
- Staff will not use criminal speech or any other speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Staff will not use speech that is inappropriate in an educational setting or violates district rules.
- Staff will not abuse network resources such as sending chain letters or "spamming".
- Staff will not display access or send offensive messages or pictures; via District issued equipment.
- Staff will not use the Sharon Springs CSD electronic network for political lobbying. Staff may not use the system to communicate with elected representatives or to express their opinions on political issues; via District issued equipment.
- Staff will not attempt to access non-instructional district systems, such as other staff information or administration information systems or business systems.
- Staff will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Staff will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

Staff may be provided with e-mail accounts with the approval of the Technology Coordinator and the Superintendent or Business Manager for specific operational purpose. All district business must be conducted using your District Email and your personal email.

- Staff will not establish web-based email accounts for district purposes on commercial services through the district network unless such accounts have been approved for use by the Technology Coordinator and your Administrator.
- Staff may use District email accounts for certain personal business, but such

business should be kept to a minimum.

- Staff will not repost a message that was sent to them privately without the permission of the person who sent them the initial message.
- Staff will not post private information about another person.

World Wide Web

Access to information for staff on the Web will generally be provided through prescreened sites and in a manner prescribed by New York State CIPA Laws.

Real-time, Interactive Communication Areas

Staff may not use chat or instant messaging, unless approved by the Technology Coordinator and/or an Administrator.

Web Sites

No Staff member will place a picture or information about any student or another staff member without written permission/approval by the Technology Coordinator and your Administrator.

- Material (graphics, text, sound, etc.) that is the ownership of someone other than the staff may not be used on district web sites unless formal permission has been obtained.
- All staff web pages should have a link back to the home page of the classroom, school or district, as appropriate.

System Security

Staff is responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should staff provide their password to another person.

- Staff must immediately notify the system administrator if they have identified a possible security breach. Staff should not research security problems on their own.
- Staff will not attempt to gain unauthorized access to any portion of the Sharon Springs CSD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files.

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- These actions are illegal, even if only for the purposes of "browsing."

Software and Files

Software is available to staff to be used as an educational and operational resource. No staff member will install, upload or download software without permission from the district technology department.

A Staff members account may be limited or terminated if they intentionally misuse software on any district-owned equipment.

- Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring of the Sharon Springs CSD electronic network may lead to discovery that a staff member has violated this policy or the law. Staff should not expect that files stored on district servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for staff members to utilize for educational and operational purpose. Staff members are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Due Process

The district will fully cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

- Disciplinary actions will be tailored to meet specific concerns related to the violation. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules.

Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damages suffered, including but not limited to, loss of data or interruptions of service.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Staff violation of this policy shall be subject to the consequences as indicated within this policy, as well as other appropriate disciplinary actions, which includes but is not limited to:

- Loss of use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the BOE shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

**Sharon Springs Central School
Acceptable Use Policy Sign Off**

As a condition of using Sharon Springs Central School District telecommunications equipment, I understand that access to telecommunication networks (e.g., the Internet) is a privilege, and agree to the following:

1. I will abide by such rules as adopted by the Sharon Springs Central School District including the District's Acceptable Use Policy Agreement.
2. The Sharon Springs Central School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I waive any right which I may otherwise have in and to such material.
3. All information and services are available for informational purposes in pursuit of the Sharon Springs Central School District goals.
4. I release the Sharon Springs Central School District and its offices, employees, and agents from any claims and damages arising from my use of the telecommunication networks.

I have read and agree to comply with the Sharon Springs Central School District's Acceptable Use Policy Agreement. I understand that any violation of these regulations is unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken up to and including termination of my employment.

Employee's Name (please print): _____
Building/Location _____
Employee's Signature: _____
Date: _____

Superintendent's
Signature: _____
Date: _____