



CAMPBELL-SAVONA CENTRAL SCHOOL

Technology Acceptable Use Policy

For STAFF

Overview

The primary purpose of instructional technology resources at Campbell-Savona is to improve/enhance learning and teaching. The use of this technology within the Campbell Savona Central School District is a privilege, not a right. Certain guidelines must be adhered to. It is expected that members of the Campbell-Savona school community will use these resources responsibly and for educational purposes that align with the vision, mission and beliefs of the school district.

Scope

These guidelines apply to all adult members of the Campbell-Savona community – faculty, administrators, staff, alumni, parents, volunteers, coaches, visitors and others – who access the Campbell-Savona network using school owned, or personally owned equipment, including wireless devices.

Guidelines

A. Educational Purpose

1. Internet access has been established for educational purposes.
2. Use of the District network is not intended for commercial purposes. Members should not offer, provide or purchase products or services through the Internet for personal purposes. It is appropriate to make District authorized purchases for job and/or educational purposes.
3. The district will supply staff email services meant for academic use. Staff members will be provided a Microsoft Office 365 account, which includes email and access to the entire suite of Office Products. Members accept that this is a non-private email system and mandatory monitoring of the system is to be expected. To keep within compliance of the Children Internet Protection Act (CIPA) this is a content filtered system and members agree to the terms and conditions of the district's Board approved Internet filtering policies when they log on to any district owned device.
4. District technology devices that are issued to staff are to be used primarily for instructional and academic use.

B. District Network Access

1. Members will have access to Internet resources wherever available
2. Access to digital technology resources via the CSCSD network is not a right but a privilege and unacceptable usage may result in a revocation of this privilege and/or other disciplinary action.

3. Employees will have access to the district network services remotely, currently via a DAC installation. The following is understood:
 - a. When accessing the district network remotely, all acceptable use and content filtering policies apply.
 - b. The district is not responsible for content on personal or non-district issued devices.
 - c. The district is not responsible for maintaining any personal or non-district issued devices.
4. CSCSD reserves the right to limit or restrict user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the guidelines.

C. Unacceptable Uses

1. E-mail and the Internet

- a. Members will not post personal contact information about themselves or other people. (Personal contact information includes information regarding home addresses, telephone number, etc.)
- b. Members will not agree to meet with someone they have met on-line.
- c. Members will promptly disclose to their supervisor any message they receive that is inappropriate.
- d. Email accounts for employees should be used primarily for school-related purposes.

2. Software

- a. Users **will not** download software from the Internet. If a software program is required then a Tech Request should be submitted to the helpdesk.
- b. Users will not make illegal copies of District software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.
- c. Users will not be allowed to load software from thumb drives, CD-ROMs, or external hard drives.

3. Inappropriate Activities

- a. Users will not attempt to gain unauthorized access to any other computer system through the Internet access, or go beyond authorized access. This includes attempting to log through another person's account or access another person's files. These actions are illegal.
- b. Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the district technology resources to engage in any illegal act, such as arranging for the sale or purchase of illegal drugs which includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of person(s), etc.

4. System Security

- a. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should users provide their password to another person.
- b. Users will immediately notify an administrator or a member of the District Technology staff if they have identified a possible security problem.
- c. Any user identified as a security risk may be denied access.
- d. District will provide appropriate web filtering to comply with federal regulations.

5. Inappropriate Language

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Users will not post information that could cause damage or a danger of disruption to the computer network.
- c. Users will not engage in personal attacks, including those that are prejudicial or discriminatory.
- d. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

6. Respecting Resource Limits

- a. Users will use the system for educational and career development activities.
- b. Users will not download program files

7. Plagiarism and Copyright Infringement

- a. Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright.

8. Access to Inappropriate Material

- a. Users will not use the Internet or any other computer technology to access material that is pornographic or obscene. Users will not access material that advocates illegal acts, violence or discrimination towards other people.
- b. If a user mistakenly accesses inappropriate information, that user should immediately tell a supervisor. This will be documented and will protect the user against a claim that the user has intentionally violated this Policy. However, if a user repeatedly accesses inappropriate information, a review will be done to determine if access was truly accidental.

D. Users' rights

1. Free Speech

Technology communication is considered a limited forum, similar to a school newspaper, and the Campbell Savona Central School District may restrict users' speech for valid educational reasons.

2. Search and Seizure

- a. Users should expect only limited privacy in the contents of their personal files on the Campbell Savona School District system. Administrators and supervisors will have access to all files on the Campbell-Savona School District's network. This includes email correspondence through Office 365.
- b. Routine maintenance and monitoring of the Campbell Savona School District's network may lead to discovery that a user has violated this Plan. If so, appropriate action will be taken.
- c. An individual search will be conducted if there is reasonable suspicion that a user has violated this Plan or the law.
- d. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

3. Due Process

- a. The Campbell Savona School District will cooperate fully with local, state, and federal officials in any investigation related to any illegal activity conducted through the Internet or the Campbell-Savona School District Network(s).
- b. Campbell-Savona School District administrators will make the final determination as to what constitutes unacceptable use for all users. Their decision is final.

4. Limitation of Liability

The Campbell-Savona Central School District makes no guarantee that the functions or the services provided by or through the Campbell-Savona School District will be error-free or without defect. The Campbell Savona School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Campbell-Savona School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Campbell Savona School District will not be responsible for any financial obligations arising through the unauthorized use of the system. The Campbell Savona School District is not liable for any damage or corruption of data on non-district devices when accessing the network remotely.

5. Personal Responsibility

It is the user's responsibility to use computer technology, both inside and outside of school, in a proper, lawful fashion. Failure to use Campbell-Savona Central School District computer technology resources appropriately may result in any or all of the following depending on the infraction:

- verbal warning
- loss of Internet use
- limited use of computer technology resources
- loss of access to computer technology resources

District Internet and Electronic Mail Staff Permission Form



We are pleased to offer the staff of the Campbell-Savona Central School District access to the District computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all staff must electronically sign a digital copy of this form on a yearly basis. All signed copies will be housed in a database for archival purposes.

Access to e-mail and the Internet will enable staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Users are hereby warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. We believe that access to the Internet for users, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. Our intent is to make Internet access available to further educational goals and objectives.

District Internet and Email Rules

Staff members are responsible for good ethical behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for staff to conduct research and communicate with others. Access to network services is given to staff who agree to act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility and there should be no expectation of privacy in the use of the District's technology.

Individual users of the District computer networks are responsible for their behavior and communications while using these networks. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Network storage areas may be treated like other official school files. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored to District users.

As outlined in the Board policy and procedures on acceptable use for computer technology, the following are **not** permitted.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks in any way
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources such as paper and print cartridges
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.



INTERNET AND EMAIL STAFF AGREEMENT

As a user of the Campbell-Savona Central School District computer network, I hereby agree to comply with the rules as stated in the Acceptable Use Plan for Computer Technology when using the District network.

This agreement will be binding throughout your employment with the district.

Name _____

Position _____

Building/Department _____

I have read the Acceptable Use Plan and agree to follow the regulations contained therein. I understand that if I violate the rules, I may face disciplinary action in accordance with District policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damage of any nature arising from my use of, or inability to use, the District Network, including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services.

Staff Signature

Date