



# West Irondequoit Central School District

1998

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Personnel

## **SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

The 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." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

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.

The District has the exclusive right to determine the nature and extent of electronic technology used by its staff at the workplace and/or through communications networks to the workplace. This includes, but is not limited to: the selection and installation of hardware, communication systems, and software; staff training; and the development, implementation, and monitoring of usage and security policies, rules, regulations and practices. The modification, addition or deletion of any component of the system is expressly prohibited without the advance written permission of the Director of Technology.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and tele-communications are not to be utilized to share confidential information about employees. Electronic mail and tele-communications are not to be used to share confidential information about students except in accordance to FERPA as referenced in Policy 7240.

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 staff conduct and use as well as proscribed behavior.

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, and rights of privacy created by federal and state law.

(Continued)



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Personnel

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

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

### **Privacy Rights**

Only school officials with authority and responsibility to access personnel records may do so. Access by the Director of Technology is limited to actions needed to insure system integrity or where reasonable suspicion that some violation of this policy, regulation or the law has occurred.

### **Implementation**

The Board of Education directs the Superintendent or his/her designee to develop administrative regulations to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

Adopted: 6/11/98  
Revised: 7/1/04

West Irondequoit Central School District

*Agreement to*  
**GUIDELINES FOR STAFF USE**  
*of the*  
**DISTRICT COMPUTER SYSTEM**

I have read and understand *Guidelines for Staff Use of the District Computer System* (DCS) as well as the consequences of misuse. I understand that my access to the DCS, including Internet access and email, is a privilege intended for *approved educational purposes only*, and that it is conditioned upon my signing this agreement and adhering to the Guidelines and the Board of Education Policy.

My signature below affirms my commitment to adhere to the *Guidelines* and to use my access to the DCS *for approved purposes only* and in authorized, proper ways, consistent with the ethical and behavioral standards of the teaching profession.

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Last Name      (please print)      First Name                      Middle Initial

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School Building(s)

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Signature

Date