

**NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
ACCEPTABLE USE AGREEMENT 2014-15**

**SECTION ONE
PURPOSE**

A. To better serve our students and provide our employees with the best tools to do their jobs, the *NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT* makes available to our staff access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, voicemail, fax machines, intranet, and Internet.

B. Electronic media and services provided by the District are District property and their purpose is to facilitate and support District business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all employees are responsible, the following outlines the use of electronic equipment, including, but not limited to, e-mail and the Internet. The District's expectation is the staff, students, and others with access to the District's computer systems for educational purposes and will use the services in a professional and ethical fashion. Any violation, as determined by the District, will be addressed through the District's disciplinary procedures.

**SECTION TWO
PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use and/or service of software;
6. In violation of any other law or rule; or
7. Engaged in for any purpose that is illegal or contrary to *NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT* agreement, District interests and/or reputation.

**SECTION THREE
PERSONAL USE**

The computers, electronic media and services provided by *NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT* are for business use to assist employees in the performance of their jobs.

Limited, occasional, and incidental use of electronic media (sending or receiving) for personal, non-business purposes is permitted, and all such use should be done in a manner that does not negatively affect the systems' use for business purposes and does not interfere with the performance of job duties.

Employees must not allow unauthorized users to use the District's equipment and/or resources.

All of the District's computer systems are monitored and subject to review and inspection by the District; employees should not feel as though they have an expectation of privacy regarding their personal use of this equipment.

The District reserves the right to restrict access to sites, and/or to review all use of, and to inspect all material created by, stored or transmitted on, electronic communication tools, and with the express understanding that such use may not interfere with job performance/duties.

Only official District accounts may be used by authorized District representatives to conduct District communications via social networks like Facebook, MySpace, Twitter, or any others.

No District business may ever be conducted or shared on personal "Hotmail", "Facebook", "Twitter" or like accounts, unless it is within an employee's job duties to post on such sites.

Personal conduct and postings on social networks must remain professionally appropriate when the District is referenced, identified or identifiable.

SECTION FOUR ACCESS TO DISTRICT REPRESENTATIVE COMMUNICATIONS/FILES

The contents of any communications/data transmitted through or stored within the District's systems/devices constitute District property and are subject to review by and disclosure to the District at any time.

Use of the District's tools by a District Representative constitutes permission for the District to monitor communications and to access files/postings/data made on or with these tools, whether or not made/posted during regular hours of work and/or school hours.

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT reserves the right, at its discretion, to review any District Representative's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other District policies.

SECTION FIVE INTERNET USE

District access to the Internet is provided for the benefit of the District and our students and mission.

Each District Representative using District access to the Internet is responsible for maintaining and enhancing the District's public image and for furthering and protecting the interests of the District and our students and mission.

Be aware that publicly observable communications, actions or words are not private. District Representatives must use good judgment and discretion. If something is intended to be private, it should not be exposed to public access.

Acceptable Uses

In the course of performing duties for the District, an employee may use the Internet to communicate with others in the District and those outside the District on District business and to research topics applicable to District projects on which an employee is working. Internet access is provided to facilitate District related communications and to enhance an employee’s productivity.

Unacceptable Uses

The Internet may not be used for personal gain, to solicit others for activities unrelated to District business, or in connection with political campaigns or lobbying. The Internet may not be used for personal shopping, gaming, or hobbies. Access is not permitted if it interferes with the performance of your District responsibilities.

In addition, you may not use the Internet:

- To carry defamatory, discriminatory or obscene material;
- In connection with any infringement of another person’s intellectual property rights (e.g., copyrights); and District Representatives must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information and inventions;
- In a manner that violates the terms of any applicable telecommunications license or any laws governing the transborder dataflow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
- In connection with any attempt to penetrate computer or network security of any computer or other system or to gain unauthorized access (or attempted access) to any other person’s computer, e-mail or voice-mail accounts or equipment; or
- In connection with the violation or attempted violation of any other law.

**SECTION SIX
SOCIAL MEDIA AND WEB 2.0 TOOLS**

Do not underestimate the power and speed of social media. It is every District Representative’s responsibility to protect and further the District’s values and mission. This includes all dealings with students, professionals, or the public personally and professionally.

The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The use of District approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies.

Guidelines for Personal Networking Online

The District understands that District Representatives may maintain or contribute to Facebook, Twitter, personal blogs, message boards, conversation pages, and other forms of social/conversational media, including YouTube and other photo/video posting sites,

outside of their job function and may periodically post information about their life, which may include their job. The following rules must be followed:

- The District cannot be identified or identifiable in any such personal posting. Please keep in mind that many District Representatives are well known in their communities and any posting may be viewed as connected to the District.
- If a District Representative posts job-related information, they are required to abide by the District's policies as established by the Board of Education.
- If a District Representative is engaging on external social media platforms personally, they should not use the District's name or identifying attribute in their username, or screen name, nor should they speak as a representative of the District.
- If a social media profile identifies the District in any way or if the District could be connected to the profile, it is the District Representative's responsibility to ensure their comments and all content posted are appropriate, respectful and professional to that affiliation.
- District Representatives should not post or allow others to post to their social media website statements or images that could be deemed harmful to the District's reputation or in violation of District policies/the law.
- No District Representative may make comments or statements in any online forum, which discriminate, attack, threaten, embarrass, or otherwise harm any other District Representative or student.

SECTION SEVEN E-MAIL

Electronic mail is not private.

The use of group lists for appropriate communications should be limited.

Utilize BCC when creating broadcasted emails, users that reply will directly communicate with the sender of the message thus "reducing unnecessary email noise"

Use "Reply to All" messages sparingly and only when necessary.

E-mail may never be used for solicitation purposes unless such solicitation is pre-approved by leadership.

SECTION EIGHT SOFTWARE

To prevent computer viruses from being transmitted through the District's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Malware infections are sometimes unavoidable and must be reported to the Instructional Technology (IT) Department immediately upon suspicion of infection. Only software registered through NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT may be downloaded or loaded on to the computer. When in doubt, Employees should contact the Instructional Technology (IT) Department or their supervisor if they have any questions.

SECTION NINE DISTRICT OWNED MOBILE WORKSTATIONS

A mobile computer is intended for use for school-related business as a productivity tool, curriculum tool, for research and communication.

It is not intended as a replacement for any computers that may be owned personally.

Use of the mobile computer for personal purposes should be within the standards of good judgment and common sense, in compliance with the District's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements.

It is the responsibility of Employees/Board of Education (BOE) members to take appropriate precautions to prevent damage to or loss/theft of the notebook/netbook computer in their care. District Representatives issued mobile equipment will be held accountable for their safety and security.

Theft or Loss: If an electronic asset (computer, laptop, wireless device, iPad, etc...) is lost or stolen it must be reported to the Director of Technology. Appropriate protocol in the case of lost data and or equipment will be centrally managed. Law Enforcement may be notified.

SECTION TEN DATA SECURITY/APPROPRIATE USE

Employees are responsible for the confidentiality of documentation, and communications. District Representatives are responsible for meticulous guarding of data. Care should be taken to minimize the likelihood that confidential information is compromised in any way.

Data created as an employee is the intellectual property of the district.

Care to maintain data and safeguard data while an employee Employees are responsible for the confidentiality of documentation, and communications.

- Individual logins and password are confidential and are not to be shared with others.
- Do not login with your credentials and allow others to access on your account, as you are held liable for any violations.
- To minimize use of unauthorized access, lock your computer when you are away from your workstation. [CTRL-ALT-DEL]
- Personal or professional mobile technology that is used to send or receive email must be password protected to maintain confidentiality in a case of loss or theft.
- Ensure that NO confidential information (such as student IEP's or sensitive District data is stored on a portable device)

Any attempt to alter data, the configuration of equipment, or the files of another, will be considered an act of vandalism/hacking and disciplinary action and/or legal action can be taken.

**AGREEMENT ON USE OF DISTRICT TECHNOLOGY DEVICES,
NETWORK, E-MAIL AND THE INTERNET**

I have read, understand, and agree to comply with Acceptable Use Agreement, and conditions governing the use of the District's electronic communications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication/computer equipment or services.

I am aware that violations of this guideline on appropriate use of the systems and services may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT and that I have responsibility to maintain a positive representation of the District. Furthermore, I understand that this policy may be amended at any time and I am responsible for complying with this policy at all times.

I understand that I agree to abide by the rules for authorized uses of the Internet and Electronic Mail and understand that if I engage in any unauthorized use of the Internet or any use that is not strictly in compliance with the *North Rose-Wolcott Central School District* Acceptable Use Agreement, Practices and Procedures, my Internet and/or Electronic Mail privileges may be revoked, suspended, or modified. In addition, I agree that I am personally responsible for my actions and I agree to bear all liability, both civil and criminal, for my use of the Internet if such use is unauthorized or determined to be illegal, consistent with and neither expanding nor restricting the rights and protections under Education Law Section 3020(a), 3023 and 3811.

Signature

Date

TITLE: _____

SCHOOL: _____

IT Department
BOE Policy 3160R, 6410, 3160, 6470, 7314, 8261, 8262