

## STAFF USE OF ELECTRONIC INFORMATION SYSTEMS

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 systems such as 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 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.

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 ensure acceptable use of the DCS. All such agreements shall be kept on file.

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 in their use of DCS to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

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 the use of DCS including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

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, or infringes upon the legal rights of others.

### Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Superintendent of Schools or his/her designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should NOT expect that information stored on the DCS will be private.

### Implementation

Administrative regulations will be developed 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.

Cross Ref: 4526 Student Use of Computerized Information Resources (Acceptable Use Guidelines)

BOE Adoption Date: October, 2012  
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## STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES)

### Overview

The Lockport City School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the District will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include, but is not limited to, access to electronic mail, "on-line services," "WiFi" and the "Internet." The district shall provide support for such usage.

The DCS is for District business, educational and/or research use only and must be consistent with the goals and purposes of the Lockport City School District. The standards of acceptable use as well as prohibited conduct by students and staff accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students and staff are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communication system, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical use of software will be taught to students and expected at all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing students of rules and regulations governing student access to the DCS.

Staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. Access to the District's computerized information resources will direct students to those resources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with, and expected to stay within guidelines particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the District Computer System

Inappropriate use of the DCS may result in disciplinary action, including, but not limited to, suspension or cancellation of access determined on a case by case basis. The DCS is provided for students and staff in support of the educational program and to conduct research and communicate with others so students may become college and/or career ready. Students and staff are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the District's computerized information resources are responsible for their behavior and communications over the DCS.

Student and staff data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Lockport City School District property and subject to control and inspection. The superintendent of schools and/or his/her designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of District policy and regulations as stated in Policy 5330, Searches and Interrogations. Students and staff should NOT expect that information stored or shared on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violated any aspect of Lockport City School District policy; the Code of Conduct; or 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 student and staff behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

- 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
- 2) Use of obscene or vulgar language
- 3) Harassing, insulting, bullying, threatening or attacking others
- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means
- 5) Using unauthorized software on the DCS or engaging in unauthorized activity on the network
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the Superintendent of schools or his/her designee
- 7) Violating copyright law, including the illegal file sharing of music, videos and software
- 8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying
- 9) Disclosing an individual password to others or using others' passwords

10) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation

11) Revealing personal information about oneself or other students including, but not limited to, disclosure of home address and/or telephone number

12) Accessing personal, interactive sites (such as Myspace blogs) during instructional time unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.

13) Creating or using a computerized information resource which may cause a substantial disruption in the school environment or interfere with the rights of others.

14) Using a digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

15) Network accounts are to be used only by the authorized owner of the account.

If staff, student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

#### Sanctions

1) Violations may result in disciplinary action up to and including suspension and/or revocation of access to the DCS on a case by case basis.

2) Disciplinary action may be determined at the District or building level in accordance with existing practices and procedures or federal, state and local law.

3) When applicable, law enforcement agencies may be involved.

4) Staff members who engage in unacceptable use 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, or infringes upon the legal rights of others.

#### 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 teacher/administrator in charge. A student is not to demonstrate the problem to other users.

Attempts to log on to the DCS with Administrative Privilege may result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported

by the student to the teacher in charge and will be investigated.

#### Notification

The District's Acceptable Use Policy and Regulations will be made available through the District's website ([www.lockportschools.org](http://www.lockportschools.org)) to parents, students, and district personnel in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Ref: Policy 5330

Policy Committee Review Date: April, 2012