



June, 2019

Please Read Ed law 2-d titled "Unauthorized Release of Personally Identifiable Information"

(<https://www.nysenate.gov/legislation/laws/EDN/2-D>).

### **Technology Do's and Don'ts**

- No outside person(s) should have access to your computer or any other device containing student information.
- Staff should only use the computer assigned to them, not another person's computer.
- Do not allow a student to use any computer assigned to a staff member
- You are responsible for what happens under you login (username and password)
- Do not use the "All staff" email group when sending information about a student. This email group includes non-instructional staff.
- Please do not use full names when describing a student, use John J. or Jane D. another option is to use student Identification numbers from e-school
- Student data is not to be shared unless it is related to school district business that involves the appropriate school personnel.
- All school District cell phones or tablets assigned to staff or other such equipment must be password protected
- If a cell phone or tablet is lost or stolen, you are to report the loss to the Technology Department and you immediate supervisor immediately
- When finished using software you are to log out of the program.
- If another person wants to use your computer you must log out and the other person must log in under their credentials.
- When you are finished/away from your computer you are to make sure that your computer is properly secured.
- Do not open or respond to emails if you are unsure of the sender.
- Google or Microsoft will not contact you directly; if you receive such a call related to school district equipment refer the caller to the Technology department immediately.
- Please do not share your username or password with anyone, even fellow staff members
- If the Technology Department has to repair your computer or any other Technology issue do not give them your password. You will be asked to be present or your password will be reset.
- Do not use or install non school district software or programs without the appropriate permissions
- Do not down load "Freeware" or "Shareware" onto district technology equipment
- All computers and monitors are to be shut down at the end of the school day.
- You are instructed not to use "Smart Boards" to display student's ***personally identifiable information.***

- If you suspect that your computer has been compromised, contact the technology department immediately
- When you are finished using any documents that has **personally identifiable information** on it, you are to shred the documents immediately
- Paperwork containing student information is to be secured and not open for viewing by others.
- Staff is not to discuss students or share student information on social media.

If you are unsure as to what to do just ask! This is just the first step to ensure that **personally identifiable information** is protected. Your input is welcomed and if you feel you have any suggestions as it relates to this subject please contact your principal.

Thank you all for your anticipated cooperation.

Sincerely,

Mark K. Silverstein  
Superintendent