



Public Schools of the Tarrytowns

Computer Network and Technology Acceptable Use Policy

TUFSD Board Policy 4526

The Public Schools of the Tarrytowns provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Public Schools of the Tarrytowns by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

It is important to note that the use of Technology in the District is not private, and that the school district will monitor the use of any Technology it makes available for use. With access to computers and people all over the world comes the potential availability of material that may not be considered of educational value in the context of the school setting. The Public Schools of the Tarrytowns firmly believe that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of district-related activities. All users are expected to use the computer networks and technology in a responsible, ethical, and polite manner. This acceptable use policy is intended to clarify those expectations as they apply to computer network and Technology usage. No set of guidelines or rules can cover every contingency. Therefore, in addition to complying with the guidelines and requirements set forth in the Regulations accompanying this policy, every user of the District's Technology is expected to exercise good judgment.

Computer Network and Technology Acceptable Use Regulations

TUFSD Board Policy 4526R

The District acceptable use policy governs what you may and may not do while using Technology in the District and users will be held accountable for their actions if the rules of acceptable use are violated. All hardware, software, operating systems, storage media and devices, network accounts, Internet access devices, wireless communications devices and other technology at the District's schools and/or facilities or provided by District or its consultants (collectively "Technology") are the property of the District and not that of anyone to whom Technology is provided or assigned. This Technology includes but is not limited to computers, laptops, netbooks, cell phones, handheld technology such as personal digital assistants (e.g. Palm or Blackberry devices), iPods, iPads, computer networks, data and storage devices, Internet access, mechanisms, software, firmware, hardware, and cameras. Technology is to be used in furtherance of the District's administrative functions and educational mission. In certain instances, students at Sleepy Hollow High School may use their own personal electronic devices that will be connected wirelessly to the District's network. Use of the District's Technology is a privilege, not a right. Violation of the guidelines and requirements in this acceptable use policy or other inappropriate use may result in the suspension or revocation of the privilege to use the District's Technology and/or other disciplinary action.

District Network, Internet, E-Mail and Technology Rules

This acceptable use policy applies to officials, employees, students, contractors, consultants, temporary employees and all other individuals that utilize or access the District's Technology at the District offices, facilities and/or schools or at any other location including but not limited to via remote access on behalf of the District. This acceptable use policy applies to all Technology owned, leased or licensed by the District or otherwise provided for use by the District, including wireless access to the District's network using personal electronic devices.

Communications using the District's Technology are often public in nature. The District's Technology shall not be used for personal interests and/or activities unrelated to District goals and should not be used as a forum for the expression and/or promotion of personal opinions. Communications through Technology, including but not limited to e-mail messages shall be treated as written communications. Communications through the District's Technology addressed to its students shall be limited to educational and instructional purposes and subjects. Users shall not open email attachments unless the email is from a "trusted" source. Users shall not send email containing attachments that are not related to District business without prior permission of the Superintendent.

All data, records, files, communications (including e-mail, text messages, instant messages, voicemail messages and all other messages) generated by or on, stored by or on or transmitted through the District's Technology (collectively "Data"), including those sent or received on personal electronic devices using the District's wireless network, are the property of the District, to the extent allowable by law. Data may include records of access to and content in web-based, password-protected accounts accessed via Technology. Users should not expect that Data will be private, even if labeled "private," "confidential" or the equivalent. Users should note that their Internet site visits are recorded and are monitored from time to time. The school District reserves the right to access, view, monitor and disclose web site visits, e-mail, and all other Technology utilization at any time for any purpose in order to ensure compliance with the acceptable use policy. Using the District's Technology constitutes consent to this access and disclosure. Users should note the "deletion" of Data may not eliminate it from the District's Technology devices or systems and the District reserves the right to access, retrieve, view, monitor and disclose any "deleted" Data. The District also reserves the right to remove user accounts/access to prevent unauthorized activity or activity that violates this acceptable use policy.

Users must comply with all laws governing Technology including but not limited to intellectual property rights, such as copyright. The District reserves the right to remove, delete, modify, or otherwise disable access to any materials that infringe copyright or are otherwise illegal, violate this acceptable use policy or are determined to be inappropriate under the guidelines and purposes set forth in this acceptable use policy.

If a password(s) is assigned by the District or created by the user to utilize any Technology device, service or system, the user shall not reveal his/her password to anyone. Each individual in whose name an access account is issued is responsible at all times for its proper use and all usage associated with such account. Users are expected to abide by generally accepted rules of etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate and prohibited.

Only District Technology may be connected to the District network or other Technology, unless authorized under policy number 4526.2 for students and the Superintendent of Schools or his/her designee approval for all others. If a user believes any District Technology has been infected with a virus, is nonresponsive or is experiencing other performance impairments, he/she must notify the District's network engineer immediately.

All users of the District's Technology should note that the following items are specifically prohibited:

- Violating any laws governing Technology, including but not limited to intellectual property rights, such as copyright
- Breaking confidentiality (Note: Confidential items should not be sent via e-mail)
- Using Technology to bully or harass others. District guidelines apply equally to online communications
- Sharing Technology access. Do not share your passwords. Do not use another's password or access. Be certain to log off at the end of each session, even if remaining in the same room or physical location as the work state or device.

- Revealing through Technology a user's home addresses, phone numbers, social security numbers, photographs or any other personal information. Similarly, users are prohibited from revealing such information about others, including in particular a student.
- Using Technology for any advertising without the written permission of the Superintendent of Schools
- Using Technology for fundraising, non-profit, or charitable solicitation without the written permission of the Superintendent of Schools
- Representing personal views as those of the school District
- Using Technology in a manner that misrepresents the user or impersonates others
- Employing Technology for commercial purposes, political lobbying or conducting private business
- Personal use of Technology - staff are expected to use professional discretion in the personal use of e-mail. Students with access to school e-mail accounts are not permitted to make personal use of their accounts.
- Using Technology to communicate with students concerning non-instructional and/or non-educational topics and/or purposes.
- Installing software on District Technology, including software that can be downloaded or uploaded from the Internet for free or upon payment of requisite fees. If a user requires software necessary for the performance of his/her District functions, he/she must contact the network engineer.
- Downloading or installing files that are protected by copyright, including but not limited to movies, music and games.
- Disabling virus software or otherwise prevent regular updates to same.
- Circumventing or attempting to bypass the security, filter, screening or blocking software of any Technology.
- Installing or connecting personal hardware, firmware or personal electronic devices to District Technology or otherwise using personal hardware or firmware devices in conjunction with District Technology, other than as permitted pursuant to District Policy # 4526.2 and corresponding District Regulation (4526.2R). Unless prior written authorization is obtained from the Superintendent of Schools or his/her designee, only hardware owned by the District may be installed, connected to or otherwise used in conjunction with District Technology.
- Accessing social networking sites or chat rooms through District Technology without approval by a school building or District administrator.
- Tampering or alteration of any Technology, computer systems, software settings, programs or files
- Copying licensed software or making unauthorized copies of District software/Data
- Sending anonymous messages or files

The District endeavors to provide technology which it believes is useful and appropriate for District business and the education of its students. The District cannot and does not make any warranty of any kind, express or implied, with regard to Technology provided to its staff or students and assumes no responsibility for the quality, availability, accuracy or viability of such Technology.

The District will not be responsible for any damages suffered by any user, including, but not limited to, loss of data or service interruptions caused by errors, omissions or negligence of any District user, nor for any reason resulting from the use of District Technology in contravention of the rules set forth in this acceptable use policy.

Although filtering software is utilized, the District cannot guarantee that using District Technology will not result in access of information which may be upsetting or offensive.

Any employee found to have violated this acceptable use policy may be subject to disciplinary action, consistent with New York State law and/or an applicable collective bargaining agreement, up to and including termination of employment. Other actions may include losing access to District Technology on a temporary or permanent basis, suffering financial penalties, and facing possible prosecution for violation of local, state and federal laws.

Any student found to have violated this acceptable use policy may be subject to disciplinary action consistent with the District's Code of Conduct and New York State Law, up to and including suspension from school, losing access to District Technology on a temporary or permanent basis and facing possible prosecution for violation of local, state and federal laws.