

SUBJECT: ACCEPTABLE USE POLICY AND USE OF EMAIL IN THE DISTRICT

Technology resources are available to students, employees and the Board in the Clarence Central School District. These resources include software delivered via the District local area network, (LAN), as well as the Internet. We are pleased to provide this access to students, employees and Board Members and believe telecommunications and other technological resources offer vast and unique opportunities to the community. The main use of District equipment is for school related purposes. Personal use may be permitted as long as there is no disruption to District operations or mission.

Generally the same standards for acceptable staff conduct that apply to any aspect of job performance will also apply to use of the District's technology systems. Employees and Board Members are expected 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 District's technology systems, 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 uses, as well as prescribed behavior.

District staff and students will 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.

Staff and student data files and electronic storage areas will remain District property, subject to District control and inspection. The Superintendent or his or her designee may access all such files and communications to ensure system integrity and compliance with requirements of this policy and accompanying regulations. **Staff and students should NOT expect that information stored on the District's computer system will be private. Information may be reviewed without prior notice.**

The use of computers is not only of value to schools, but is becoming a necessity in working with students and other aspects of schooling. Various work responsibilities result in access to information sources such as software programs, Internet access and the District's computer network. Access and authorization to information and equipment carry a corresponding responsibility for appropriate use. Access should be primarily for educational and professional activities.

Employees represent the Clarence Central School District and are using a non-private network.

The following is a list of general expectations of all Clarence employees and students.

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**SUBJECT: ACCEPTABLE USE POLICY AND USE OF EMAIL IN THE DISTRICT
(Cont'd.)**

General Expectations

We expect all employees and students of the Clarence Central School District will:

- 1) Be familiar with building procedures and rules for computer and Internet use. Employees will abide by expectations contained herein.
- 2) Be responsible for the security of their computer equipment, files and passwords.
- 3) Promptly notify their immediate supervisor of security problems.
- 4) Treat student records with confidentiality and not release or share information except as authorized by Federal and State law.
- 5) Follow acceptable etiquette, which includes:
 - A. Being polite.
 - B. Using appropriate language.

We expect that all employees and students of the Clarence Central School District **will not**:

- 1) Go beyond their authorized access to the District network or other computer equipment or software, including the files or accounts of others.
- 2) Disrupt or attempt to damage or disrupt any computer system, system performance, or data. This includes the propagation of computer viruses and use of the Internet to make unauthorized entry to any other Internet source.
- 3) Use District hardware or software to engage in any illegal act.
- 4) Access or transmit inappropriate items such as pornographic or obscene material, or material that is profane, lewd, rude, inflammatory, or material that contains threatening or disrespectful language.
- 5) Use potentially damaging, dangerous or disruptive material.
- 6) Engage in personal or generalized harassment.
- 7) Transmit false or defamatory information.
- 8) Be involved in plagiarism.
- 9) Be involved in malicious activities or downloading or transmitting copyrighted material.
- 10) Solicit personal information with the intent of using it to cause emotional or physical harm.
- 11) Use District technology for private business purposes or excessive personal use. No personal use of District technology is permitted that would compromise the District's information technology systems, violate the District's mission, its policies and regulations; violate any State or Federal laws or regulations; interfere with the employee's job requirements or diminish student instructional time.
- 12) Download and install unauthorized software programs.

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**SUBJECT: ACCEPTABLE USE POLICY AND USE OF EMAIL IN THE DISTRICT
(Cont'd.)**

When Staff is Working with Students

- 1) All computer use by students requires supervision.
- 2) All student Internet use requires supervision.
- 3) Enforce all aspects of rules governing students.

E-mail and Other User Generated Electronic Files

- 1) **Employees and students should not have an expectation of privacy.** The Superintendent of Schools (or designee) has the right of access to all e-mail sent or received. In the event of the Clarence Central School District being involved in any legal proceedings, any relevant e-mail recordings (including Internet e-mail), or other electronic files stored on District equipment may be disclosed.
- 2) Every user is responsible for all e-mail originating from his or her user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited. The District e-mail standard is the only allowable e-mail system to be used.
- 3) Attempts to read, delete, copy or modify the e-mail of other users are prohibited.

Verification of Employee Understanding

All staff must acknowledge and agree to abide by all regulations, organizational policies, guidelines, and procedures that govern computer network, Internet, and information use.

Assumption of Risk

The Clarence Central School District makes no guarantees of any kind, whether expressed or implied, for services provided and is not responsible for any damages suffered while on the system. This includes loss of data and inaccurate or poor quality information obtained from the system. Furthermore, while use of private devices is acceptable, the owner assumes all the risk for damage, loss or corruption of data.

Web Pages

An exciting innovation in technology is the opportunity for teachers and staff to create teacher Web pages. The Board and the administration encourage the development of Web pages by teachers and staff in order to provide information to parents, students and the community about classroom and student activities as well as instructional resources. To be considered authorized by the Clarence Central School District, Web pages must be developed in accordance with this regulation using resources provided by, and hosted on sites provided by, the Clarence Central School District.

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Personnel

**SUBJECT: ACCEPTABLE USE POLICY AND USE OF EMAIL IN THE DISTRICT
(Cont'd.)**

The following guidelines apply to all Web pages developed by Clarence Central School District students and staff and housed within Clarence Central School District's realm of ownership. All information must be in compliance with Clarence Central School District policies, regulations, and Web standards.

Content Integrity

- 1) All subject matter on the Web pages and their links must relate to:
 - A. Curriculum and instruction.
 - B. Clarence Central School District authorized activities and services.
 - C. Information about the Clarence Central School District or its mission.
- 2) Safety – Information about students and staff posted on a teacher Web page should be general in nature. Do not use students' full names on the Web. Also, do not give specific locations and times when listing a field trip or activity. Remember that this information is public for anyone to access.
- 3) Always refer to our organization by using the proper name, the Clarence Central School District.
- 4) To reduce the possibility of spam, use broken e-mail addresses that do not automatically create a link.
- 5) Confidential information regarding students, staff, or the organization may not be posted on Web pages.
- 6) Treat your audience with respect. Avoid any objectionable language, and use proper grammar and spelling at all times.

Copyright Information

- 1) Generally, you cannot post a copy of any copyrighted materials on your website without the copyright owner's permission. Merely acknowledging the source of the copyrighted material is *not* a substitute for obtaining this permission. Materials that may be subject to copyright include photographs, logos, music, videos, cartoons, drawings, paintings, graphs, charts, animation, articles, and other Web pages.

Students and staff should assume that any such materials, even if found on the Internet and in the absence of the © symbol or other copyright notice, are subject to copyright.

(Continued)

**SUBJECT: ACCEPTABLE USE POLICY AND USE OF EMAIL IN THE DISTRICT
(Cont'd.)**

- 2) Under certain limited circumstances, teachers are authorized to use portions of copyrighted works in traditional classroom settings under the doctrine of “fair use,” without specific permission. However, a copy of a copyrighted work placed by a teacher on a website is less likely to be seen as a “fair use” of that work. Therefore, reliance on a website using “fair use” doctrine should be avoided.
- 3) Generally, links to copyrighted resources available elsewhere online may be created as long as the link merely directs the user to another site and does not cause a copy of the copyrighted work to be created and stored on Clarence Central School District sites or servers. Include the link disclaimer language. Framing (displaying another site’s Web page within our Clarence Central School District Web page design) is not permitted. Your link must cause a separate Web page to appear.
- 4) Students are the copyright owners of their own work. You must get the written permission of the student, as well as his or her parent, to post a copy of a student’s work on your Web page.

Additional Guidelines for the Use of Photos and Images

- 1) Student photographs, video, audio recordings, or electronic images may be used without prior consent in order to publicize or promote a school district program. If a parent or guardian wishes to refuse permission for the use of a child’s photograph, video or audio recording, or electronic images in District publications, media releases, or the District Web site, they must notify the Superintendent of Schools or building principal in writing by September 30 in each academic year.
- 2) When uploading a file containing an approved photo, please make certain the file name does not list student names (ex.: SallyMae.jpg). If it does, please re-save the photo using another generic description then upload onto the Web. Students’ names could be inadvertently shared, accessed as part of the image’s code, if not corrected.
- 3) Photos of individual students or staff are not recommended for security reasons. Group pictures make it harder to identify a specific person in the photo.
- 4) When using the Clarence Central School District logo, use only the standard logo and do not modify it in any way. When using the logo of another organization (ex.: SkillsUSA), you must get permission in writing first.
- 5) You may only use images on your Web page with the permission of the copyright owner, unless the image is from a source that specifically grants permission for such use. You cannot scan material from a book and paste it onto your Web page. Handouts created by anyone but you cannot be posted on the Web page. Clip art may be used if from a source that grants permission for such use.

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(Cont'd.)**

Social Media

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 School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages technologies to supplement the range of communication and educational services.

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the school district community, which do not fall within the District's electronic technology network. The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District had approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access within these internal forums.

However, personal use of these media during District time or on District-owned equipment is prohibited. In addition, employees are encouraged to maintain the highest levels of professionalism. They have responsibilities for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Applicable Policy and Regulation

All development and use of Web pages and communication tools will be subject to other applicable Clarence Central School District policies and regulations regarding the use and development of instructional materials.

Enforcement

The Superintendent shall be responsible for the enforcement of this policy. Violations of the policy shall be dealt with in accordance with applicable laws, regulations and employee contracts.

Adopted: 6/11/2018