

**Victor Central School District**  
**Internet & Electronic Mail Acceptable Use Policy**

(Revised Sep 2024)

### **Introduction**

**All electronic equipment provided by the Victor Central School District, including but not limited to, laptops, desktops, tablets, phones or hotspot devices, are the property of the District and are issued to you for communication, educational and professional purposes during your time of employment. All devices must be returned to the District no later than 5 days after your employment at the District ends.**

The Internet is the connection of computers all over the world that allows users to access and share information. Among others, Internet users have access to:

- Libraries and museums
- Educational, commercial, and government databases
- Personal interaction with individuals, teachers, students, authors, and experts in many fields
- College and university information
- Current news releases, Software libraries and graphic files

Electronic mail (e-mail) gives users the ability to communicate with staff within our buildings and people all over the world. The District recognizes that Internet access and e-mail offer vast, diverse, and unique resources to both students and staff. The District is pleased to provide these services to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

**Precautions for Internet and Electronic Mail Use** - The Internet also provides access to material that may not be of educational value or appropriate to a school setting, so the District has taken the following reasonable precautions to restrict access to such materials:

1. We employ an Internet content filter to help filter out objectionable and inappropriate content harmful to minors.
2. Before being allowed to have Internet access, staff must sign an Internet *Acceptable Use Agreement*.
3. Staff development opportunities will be provided so that District personnel are proficient in using the Internet for instructional purposes and are aware of the issues related to content and child safety.

**Disclaimer of Responsibility** - Even though the District has taken reasonable precautions to restrict access to controversial materials, it is impossible to control all materials on a global network. Some material accessible via the Internet may contain items that are inappropriate or objectionable including profane, obscene, offensive, abusive, sexually oriented, threatening, inaccurate, defamatory, or illegal topics. The District is not responsible for sites accessed by an employee and it disclaims all responsibility for any inappropriate or objectionable materials which an employee may obtain through the Internet. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the internet.

**Terms and Conditions for Use** - Staff use of the Internet and e-mail must only support education, research and other work related functions. It must also be consistent with the educational and professional objectives of the District. The following acts are prohibited when using the Victor e-mail system or the internet:

1. In a manner that violates local, state and federal laws, including but not limited to those pertaining to intellectual property, harassment, discrimination, bullying, defamation, or unauthorized access to any computer system (including "hacking")
2. In a manner that disrupts or damages hardware or software, such as virus creation, planting, transmission or sabotage
3. In a manner that violates district policy, rule, regulation, or the Code of Conduct
4. In a manner that violates the privacy rights or the respect of the student or others (e.g. sharing password information, photographs, or other personal information)
5. To access sexually-oriented/adult-oriented chatrooms, bulletin boards, sexually explicit sites, content inappropriate for minors
6. To access dangerous information that if acted upon could cause damage to persons or property
7. To buy or sell products or services or otherwise use the resources for personal profit or gain

District and building-wide e-mail distribution lists are to be used for Victor school business only. They should not be used for personal messages or to advertise any event or program not sponsored and approved by the District. If you are unsure what is appropriate to send via an e-mail distribution list, please contact the Director of Technology. In addition to the above prohibited uses, any other uses that are reasonably deemed to be against district policy or educational purposes are also prohibited.

Staff data files and access to the Internet and e-mail is District property and therefore subject to control and inspection. The Director of Technology or designee may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy. Staff should not expect that information stored on the District system will be private. The District may use its reasonable discretion to determine if any of these terms have been violated. The District may change this policy from time to time in its sole discretion.

**Consequences for Misuse** - The use of the Internet and e-mail is a privilege, not a right. School district employees who violate this policy will be subjected to a range of disciplinary action based upon consideration of the violation and the terms of the respective employee contract.



## Employee Internet and Electronic Mail Acceptable Use Agreement

I have read and understand the *Victor Central School District Internet and Electronic Mail Acceptable Use Policy*. I accept the responsibility to use the Internet and my electronic mail account in accordance with these policies. I understand that I agree to abide by the rules for authorized users and 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 Victor Central School District Policy, 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.

**I understand that upon my separation from employment at Victor Central School District, I must return any electronic devices and equipment that were issued to me by the District no later than 5 days after my last day of employment. I also understand that if I do not return the District's devices and/or equipment, I may be responsible for the replacement cost of said devices and/or equipment.**

Employee: *Please print neatly*

<b>LEGAL name (PRINT):</b>		<b>Cell phone:</b>	(     )
<b>Personal Email:</b>		<b>Today's Date:</b>	
<b>Position:</b>		<b>Building:</b>	

**Employee Signature:** \_\_\_\_\_

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**OFFICE USE ONLY**

		Date	N/A	Tech Initials
LOGIN created				
EMAIL created				
SCHOOLTOOL added				

Person replacing *(if applicable)*: \_\_\_\_\_

Start date: \_\_\_\_\_

End date *(if applicable)*: \_\_\_\_\_