TECHNOLOGY ACCEPTABLE USE POLICY

The use of the Patchogue-Medford School District's Technology is a privilege. It is expected that all individuals utilizing District provided Technologies will undertake responsibility for their actions and words and respect the rights and privileges of others. Failure to comply with this acceptable use policy may have cybersecurity consequences that could affect the entire district. It is essential that users familiarize themselves with the contents of this policy to ensure safe and educationally sound use of the District's Technology. This policy pertains to all that are granted access to Patchogue-Medford School District technology services.

I. Personal Safety

Individuals utilizing Patchogue-Medford Technology are to exercise caution at all times. The following will assist:

A. Do not post personal contact information (e.g., address, telephone number, etc.) about yourself or any other person.
B. Do not signup or enter into any agreement with a third party vendor without the approval of the Technology Department.
C. Use caution when utilizing technologies that are connected to the internet. Beware of attachments, senders, and websites you may visit.
D. Cellphones may be utilized for personal safety (RAVE, 911), and MFA (multi-factor authentication).

II. System Security

For security reasons, individuals utilizing Patchogue-Medford Technologies are to demonstrate responsible use at all times. The following will assist:

A. Be responsible for your individual account and take all reasonable precautions to prevent others from being able to access your account. Under no condition should you provide access to your account to any other person. Refer to Board of Education Policy 3803
B. Should you see a security concern, immediately notify the Technology Department or supervisor.
C. Personal devices must not be brought into the District. This includes but is not limited to: printers, laptops, desktops, tablets, iPads, routers, switches, or cameras.
D. Do not intentionally try to circumvent District security or filtering. This includes bringing in your own routers, switches, wireless routers, and or the installation of software to allow unfiltered access to the internet on District devices or personal cellphones utilized for safety.
E. Do not install VPN software on any device connected to the District's network.

III. Legal Activities

Individuals utilizing Patchogue-Medford Technology are to adhere to the following:

A. Do not attempt to gain unauthorized access to any computer system or go beyond the authorized access by entering another person's ID or accessing another person's files.

B. Do not deliberately attempt to disrupt District Technology or destroy data by spreading computer viruses or by any other means.
C. Do not use the District computer systems to engage in any illegal act.

IV. Inappropriate Language

Individuals utilizing District Technology will conduct themselves in the same manner as expected within the school itself. For example:

A. Appropriate language is to be used at all times. As within the school itself, obscene, profane, inflammatory, and/or threatening language is not to be used at any time.
B. Do not post information that could cause danger or disruption.
C. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

V. Respect for Privacy

A. Do not post private information. Refer to the guidelines set forth in Board of Education Policy 4430.

VI. Respecting Resource Limits

The District network is a limited resource. Activity unrelated to the District on the network may cause unintentional problems such as system slowdown, stoppage, or "crashes." Consequently, users are to adhere to the following:

A. Use the system for educational and career development activities only. There is no limit on use for education and career development activities.
B. Keep your personal files separate from District Technology
C. Utilize District provided resources for movies, documentaries, and audio recordings which are to be used for instructional use.

VII. Plagiarism and Copyright Infringement

Individuals utilizing District Technology are to adhere to the following:

A. Do not plagiarize work found on the Internet. Plagiarism is the piracy of ideas or writings of others.
B. Respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate reproduction of that work, the expressed requirements are to be followed. If unsure, permission from the copyright owner is required. Direct any questions regarding copyright requirements to a supervisor.
C. Copyright violations may occur in all forms text, video, and audio.

D. Personal subscriptions (Netflix, Disney Plus, Hulu, etc.) to services do not always grant you the ability to share with audiences larger than yourself.

VIII.   Inappropriate Access to Material

A. Do not use Patchogue Medford Technology to access material that is illegal, profane, or obscene or that advocates illegal acts of violence or discrimination toward other people.
B. If you mistakenly access inappropriate information, you should immediately contact the Technology Department. This will protect you against a claim of intentional violation of this policy.

IX.   Software and Online Applications

A. All software and online applications must be approved by the District before they can be used.
B. Any software or online application that requires personal identifiable information or the creation of a username and password cannot be configured or setup without the approval of the Technology Department and Data Privacy Officer.
C. Employees may not enter into an agreement for software or online applications without written approval from the Technology Department, Data Privacy Officer, or Superintendent of Schools.
D. Employees are responsible for securing and monitoring how they share files when using district approved remote file storage.
E. Employees should not save or share files that contain Personally Identifiable Information in any application that is not approved by the District.
F. Application may be blocked or removed at anytime.

X.   Your Rights

A. Search and Seizure You should be aware that the contents of your personal files on the District system may be monitored if a policy or legal infraction is suspected. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy and/or have engaged in illegal activity on the District's system. An individual search will be conducted if there is reasonable suspicion that you have violated this policy. The investigation will be reasonable and related to the suspected violation.
B. Due Process
  1. In the event of a claim that a violation of this policy has occurred, an investigation will be conducted and appropriate disciplinary action will be taken, if necessary. Depending on the result of this investigation, additional restrictions may be placed on an individual's use of the District's Internet connection. The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the District computer system.

Technology Acceptable Use Policy (Cont'd.)

Policy Adopted:
    September 24, 2001
Policy Revised:
    April 15, 2013
Policy Revised:
    February 26, 2018
Policy Revised:
    June 29, 2020
Policy Revised:
    June 28, 2021
Policy Revised:
    May 23, 2022Policy Reviewed:
    December 19, 2022
Policy Revised:
    August 21, 2023
Policy Revised:
    September 16, 2024
Policy Revised:
    May 19, 2025

Administrative Regulations

TECHNOLOGYACCEPTABLE USE POLICY

1.   All employees and other network users must accept the revised Board of Education Technology Acceptable Use Policy 4410 adopted by the Board of Education.

2.   At time of employment users will sign the Technology Acceptable Use Policy. Employees are expected to review and understand updates to this policy as they are instituted.

3.   The Human Resources office will require all new employees to review and sign said form prior to Board appointment.

4.   Non-employees of the Patchogue-Medford School District may be granted credentials to access the district's technology services only under specific circumstances as determined by the Superintendent of Schools or his/her designee.

5. Should access be granted, these individuals will be required to accept and sign this Technology Acceptable Use Policy. Access will not be provided until the form is accepted.

Regulations Adopted:
    September 24, 2001
Regulations Revised:
    June 28, 2021
Regulations Revised:
    December 19, 2022
Regulations Revised:
    August 21, 2023
Regulations Reviewed:
    September 16, 2024
Regulations Revised:
    May 19, 2025

EXHIBIT 1
Employee Access Form

The District makes no guarantee that the functions or the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage suffered including, but not limited to, loss of data or interruptions of the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. The Patchogue-Medford School District reserves the right to access all network activity logs including but not limited to access of laptops, desktops, OneDrive Data, e-mail data, and other District owned devices or resources.

User

I have read and understand the District's Technology Acceptable Use Policy.

Name (Please Print):

Signature: _____ Date:

(Digital acceptance required.)

EXHIBIT 2

NON-EMPLOYEE ACCESS REQUEST FORM

Non-Employee Access Request Form

Credentials shall not be provided until the District's Technology Acceptable Use Policy is reviewed and acknowledged. Such acknowledgment may be completed digitally.

[Technology Acceptable Use Policy](#)

Patchogue-Medford Employee Making the Request *

Agency or Group *

External User's Full Name *   **External User's Email Address** *

Job Title of External User

Date access needed from *

mm/dd/yyyy 📅

Date access needed until *

mm/dd/yyyy 📅

Reason for Access Request *

Access Needs *

☐ OneDrive

☐ Email

☐ WiFI

☐ Other

Patchogue-Medford School District
Technology Acceptable Use Policy

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Board of Education Policy 4410 - Technology Acceptable Use Policy can be viewed on the Patchogue-Medford School District website.

https://www.pmschools.org/board-of-education/board-policies

I have read and understand the District's Technology Acceptable Use Policy. *

Enter Full Name

Signature *

clear

Submit