

# **Internet, Electronic Mail and Computer Usage Staff Acceptable Use Regulation**

**Webster Central School District (WCSD)**

Recognizing that the Internet represents an important resource that allows access to ideas, information and commentary from around the world, the WCSD provides Internet access to staff, students, volunteers and community education members (users) as an aid to research, teaching and learning. Access to the Internet, electronic mail, computers and other technologies, will be governed by this regulation and the District's administrative procedures. In addition to this Acceptable Use Regulation, users shall also be guided by the District's Code of Conduct and policies, regulations, practices and procedures concerning the acquisition and use of textbooks, library books, and other instructional media.

**Members of the staff and community** may be authorized to use the District technologies, Internet facilities and connections for instruction, professional development, training, research, communications related to assigned responsibilities, approved co-curricular activities, community education activities, appropriate life long learning opportunities and other purposes as approved.

## **School Board Property**

The WCSD encourages the business use of the district computer network and instructional and business systems. All software and equipment configurations (as installed on staff, student, and office desks) are owned by the Webster Central School District. All files stored on district equipment and back-up copies are considered to be the property of the district. The technology configurations are not to be changed without specific permission from the District's Technology Services Department. Any intentional damage to the configuration of equipment may result in disciplinary action.

## **Monitoring of WCSD Internet, Electronic Mail and Computer Users**

The WCSD provides access to the Internet for authorized instructional, personnel, business, and administrative purposes only. The Internet and other networks are public places. Personal privacy in the use of the District's Internet facilities and connections will not be guaranteed by WCSD. The district reserves the right to monitor all traffic on the network and review all files stored on or transmitted through its computer systems. Message sent over District's internal electronic mail systems are not subject to the privacy provisions of the Electronic and Communications Privacy Act of 1986 (which prohibits wiretapping), and therefore may be read by district management and system administrators. Technical support personnel are not authorized to review the content of an individual employee's communications out of personal curiosity. Access to personal files or e-mails must be approved by the Superintendent or their designee.

In an attempt to assure that the District's Internet facilities and connections are being used only for authorized purposes, the WCSD may:

- \_ Examine all personal electronic files stored on the District's or BOCES equipment.
- \_ Limit usage of facilities and connections to assigned times and/or locations.
- \_ Require users to sign a log or to execute log-in procedures to create a record of their usage.
- \_ Use software or other electronic means to monitor individual usage.

### **Copyright Infringement**

Unless it is otherwise stated, assume that all materials on the Internet – including Web sites and graphics – are copyrighted, and that existing copyright guidelines, such as those involving photocopying, multimedia, and fair use apply. Staff and students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and World Wide Web publishing.

Staff and students may not copy software on any district computer and may not bring software from outside sources for use on district equipment without prior approval of the Technology Services department.

### **Unauthorized and Illegal uses**

Any use, whether onsite or offsite, of the WCSD Internet facilities and connections, which is not authorized by, or conducted strictly in compliance with the WCSD regulations, practices and procedures, and user agreements, is prohibited. Use of the Internet to commit a crime is prohibited. In addition, users are advised of the following specific unauthorized and illegal uses.

#### **Obscene materials**

There are various State and Federal laws prohibiting the making and distributing of obscene materials. Use of the WCSD Internet facilities to make, transmit, or to request and receive obscene materials is prohibited and may result in disciplinary or legal action against the violator.

#### **Viruses and Sabotage**

No person may communicate any electronic virus through the Internet or engage in any activity intended to disrupt or damage hardware or software or disable the infrastructure.

#### **Miscellaneous Acts**

Individual users are responsible for refraining from acts that waste resources. These acts may include, but are not limited to, engaging and maintaining personal social networks (such as facebook, twitter), commercial or personal advertising, mass mailing for other than educational purposes, political or personal fundraising, lobbying and other activities that detract from the educational mission of the WCSD. These actions may result in denial of access.

#### **Security of the System**

The Internet is a voluntary network with no central administration to maintain the security and integrity of the system. Each user is responsible for helping to maintain that security and integrity. Any user who encounters a security problem must report it immediately to the building principal or supervisor or their designee. Do not attempt to repeat the problem or to identify the source.

The district has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic or harmful to minors, but this technology is not 100% effective. No software can filter out all of the materials that are unacceptable for academic purposes and it should be clearly understood by all staff and all students and their parents/guardians that intentional access to such material, in any form, is strictly forbidden. If a staff member or student unintentionally accesses such information while doing legitimate research, he/she should contact the teacher or the person responsible for technology at his/her site for appropriate action.

**Loss of Internet and Computer Use Privileges** Any person who violates the District's Internet, Electronic Mail and Computer Regulation, practices and procedures, or the terms of the user agreement may have his/her Internet, electronic mail and computer privileges revoked, suspended, or modified.

**Web Pages**

The WCSD may provide staff members or organizations with the ability to create, maintain and host web pages. All web pages and information residing on the WCSD web server shall be in support of the District's mission ("*...to provide an environment in which all students can achieve success and become productive citizens.*") All web page account users must agree to abide by the terms and conditions of this regulation. Any legal costs or damages resulting from the violation of this regulation are the responsibility of the subscribing organization or staff member. The WCSD retains the right to restrict or remove web page content, use and access as it deems necessary in order to maintain the intent of the District's mission and this regulation.

**Employees and Community members**

An employee's or community member's privileges may be revoked, suspended, or modified by the District. Any user's conduct on the Internet, with electronic mail or computer usage which would warrant disciplinary action in addition to a revocation, suspension, or modification of Internet, electronic mail and computer privileges, must be taken in accordance with the applicable due process of law and the WCSD policies, practices and procedures.

**Staff Notification**

Each September, the building administration will review the Acceptable Use Regulation with the staff, prior to the staff reviewing the regulation with the students.