

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

4526-R1

**EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY
REGULATION**

The intent of this Acceptable Use Regulation is to provide reasonable guidelines for the appropriate use of the District's computing and networking facilities, including both hardware and software. The regulation assumes an attitude of cooperation, good will and appropriate network "etiquette" on the part of District administrators, faculty, staff and students using our technology facilities.

Interpretation, application and possible modification of this Acceptable Use Regulation shall be within the sole province of the Rye City School District. Employees of the Rye City School District must review and agree to abide by the Employee Acceptable Use of Technology Regulation annually.

General Principles

1. The computer and networking facilities of the Rye City School District support instructional research, public service and other intellectual pursuits by administrators, faculty and staff in the performance of their responsibilities and consistent with the District's mission.
2. All District administrators, faculty and staff have a responsibility to become familiar with the acceptable use policies for students, and with specific guidelines and consequences for misuse of District technology as published in the student handbook and to do their best to ensure adequate supervision to maintain executed student use agreements. The District has two student acceptable use regulations as follows: a) Rye Elementary Schools; Grades K-5 Acceptable Use of Technology Regulation (4526-R2) and b) Rye Middle/High School; Grades 6-12 Acceptable Use of Technology Regulation (4526-R3).
3. The holder of a RCSD computer USER ID and password is required to sign for its use and is responsible for protecting District facilities from unauthorized access by keeping the password confidential and by changing it regularly.
4. The holder of a RCSD computer USER ID account shall be liable for any misuse of District facilities which takes place using that account.
5. The Rye City School District reserves the right to disable a computer account during periods of investigation and review, as well as to gain access to the user's correspondence or files.
6. The director of technology is responsible for operations, providing help and answering questions.

Acceptable Use

Generally, any computing or network activities that fall within foregoing general principles are considered acceptable use of the Rye City School District's computer and networking facilities.

Unacceptable Use

1. Illegal Activities and/or Unacceptable Uses
 - a. Users may not attempt to gain unauthorized access to the District's system including data or to any other computer system through the District system, or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
 - b. Users may not disrupt or attempt to disrupt the RCSD computer system performance or destroy data by spreading computer viruses or by any other means.
 - c. Users may not use the District system for personal use, commercial use or political activity, including without limitation, school related matters, such as budget votes, referenda and Board elections, etc.
 - d. Users may not use the District system for any illegal purpose.
2. Respecting Resource Limits
 - a. Users shall use the system only for educational, professional or career development activities related to their position in the District.
 - b. Users may not download and store audio, image or video files of 250MB or larger onto the network drive (h:/, s:/ or t:/).
 - c. Copyrighted material may not be placed on any computer connected to the District's computer network without appropriate legal authorization. Copyrighted materials shall only be used in accordance with the "fair use" doctrine of federal copyright law.
 - d. Users may not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
 - e. Users should check their e-mail at least at the beginning and end of each day and manage the size of mailbox storage.
3. Inappropriate Access to Material

Users may not use the District system to access or distribute material that is profane, obscene, discriminatory or pornographic, that advocates illegal acts, is defamatory, or that advocates violence towards people or animals.

Internet Filtering and Internet Safety

District filtering technology is configured to prevent access to material that is obscene, illegal, pornographic and/or that is harmful to minors, as defined by the Children's Internet Protection Act.

1. Users of non-District wired or wireless equipment, including laptops, wireless broad-band network cards, Internet enabled cell phones, etc. shall not disrupt the educational process and users shall not access inappropriate or illegal material.

2. Teachers will provide students with a sequential, structured approach to gaining the skills that will allow them to become independent, responsible users of the computer network or Internet.
3. Teachers will ensure that students are directed to sites with age and topic appropriate materials and resources as referenced in K-12 curriculum documents.
4. Users will be responsible for what they post to the District's websites.
5. Users may not post photographs of students identified by personal information to the District's website or other internet websites.

System User's Rights

The District reserves the right to, and does, monitor the use of the District's computers, computer networks, e-mail, Internet use and other related technologies. Therefore, students, staff and community members should have no expectation of privacy when they use any District-owned technologies.

Network storage areas are District property. The administration may review files and communications at any time to maintain system integrity and insure that the system is being used in accordance with District policies and regulations. All material stored on District equipment shall be deemed District property.

Disclaimer

The Rye City School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the use of the system.

*References: Board of Education Policy 4526
Regulation 4526-R2
Regulation 4526-R3
Rye City School District Code of Conduct
Board of Education Policies*

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