

Deborah Y. Smith, Ed.D.

Principal

dsmith@eischools.org



John F. Kennedy Elementary School

94 Woodland Drive, East Islip, NY 11730

Phone(631)224-2003 Fax(631)581-1354

www.eischools.org

the main office of your child's school.

Deborah Y. Smith, Ed.D.

Paul E. Manzo
Superintendent
of Schools

EAST ISLIP UNION FREE SCHOOL DISTRICT

COMPUTER, NETWORK AND INTERNET ACCESS ACCEPTABLE USE POLICY

Policy 4526

The Board of Education is committed to the optimization of student learning and teaching. The Board of Education considers a computer network, including the internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in School District classrooms for the purpose of advancing and promoting learning and teaching.

Within financial limitations, computers, computer networks and the internet will be made available to students, faculty and staff. The technology resources at the School District (e.g., all networking, hardware and software, the Internet, e

coordinator will prepare in -service programs for the training and development of School District staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Board of Education recognizes that for any School District employee, the contents of electronic communications, including email, instant messaging, listservs, blogs, wikis, social networking sites (Facebook, LinkedIn, Twitter, Instagram, etc.), should be composed with the utmost care. Because many of these tools occupy online public spaces, the potential to bring harm to oneself, to others, and to the School District must be recognized, as recipients may forward messages to locations where there is no control over future dissemination.

With increased concern about identity theft, unwarranted invasion of privacy and the need to protect personally identifiable information, prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the Executive Director for Student Achievement and Instructional Technology. The Executive Director for Student Achievement and Instructional Technology will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

Authorized Use

Authorized users of the School District's computer resources include members of the Board of Education, administrators, supervisors, faculty, staff, students, parent/guardian and any other person who has been granted access to the School District's computer resources. Unauthorized use is strictly prohibited. By utilizing the School District's computer resources or personally-owned equipment, the user consents to the School District's exercise of its authority and rights as set forth in this Policy with respect to the School District's computer resources, as well as with respect to any information or communication stored or transmitted over the School District's computer resources.

Faculty, staff members, and students (where applicable) may be provided with e-mail accounts and Internet access. Whenever a user ceases being a member of the School District community or if such user is assigned a new position and/or responsibilities, use of the School District's computer resources for which he or she is not authorized in his or her new position or circumstances is prohibited.

property

installation of digital resources , other than district- owned and district- tested digital resources could damage the School District's computer resources, compromise student data/privacy and/ or interfere with others' use, digital resourcesdownloaded from the Internet or obtained elsewhere must be approved by the Executive Director for Student Achievement and Instructional Technology or his/her designee. Digital resources may not be installed onto any district - owned or district -leased computer unless in compliance with the Board of Education's policies concerning purchasing and computer resources. Once digital resources havebeen approved by Executive Director for Student Achievement and Instructional Technology , installation will be scheduled and performed.

Inappropriate Materials

1. The School District prohibits faculty, staff and students from developing,
|

of school policy has occurred.

or damaged. Loss or damage to any personal electronic device is solely the responsibility of the staff member. If lost or stolen, the loss should be reported immediately to the Executive Director for Student Achievement and Instructional Technology or his/her designee so that appropriate action can be taken to minimize any possible risk to the School District's computer system and the School District.

5. Staff members shall remain responsible for the maintenance of personal electronic devices, including maintenance to conform to School District standards. Staff members also assume all responsibility for problem resolution, as well as the use and maintenance of functional, up -to-date anti-virus and anti-malware software and any other protections deemed necessary by theExecutive Director for Student Achievement and Instructional Technology or his/her designee.
- 6.

Confidentiality and Privacy Rights

Individuals must take all reasonable precautions to prevent unauthorized access to accounts or data by others, both inside and outside the School District. Individuals will not leave any devices unattended with confidential information visible. All devices are required to be locked down when an individual steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

7.

Failure to comply with School D istrict policy and regulations for use of the network may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

Cross-ref:

8630, Computer Resources and Data Management

Adoption Date: April 11, 2019