

September 2023

Dear Parent or Guardian:

The district will give your child access to our educational computer network, including the Internet. Your child will have access to various software applications, hundreds of databases, libraries and computer services from all over the world through the Internet and other electronic information systems.

The Internet is a system that links smaller networks creating a large and diverse network. The Internet allows students the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer and a wide area network.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed district Computer Network for Education Regulation and discuss these requirements together. You and your child should understand that inappropriate network use would result in the loss of the privilege to use this educational tool.

Please refer to the *Computer, Network and Internet Access Acceptable Use Policy* (#4526) located at <http://go.boarddocs.com/ny/eisd/Board.nsf/goto?open&id=AA5SUC6CDF12> on our website. The district will attempt to discourage access to objectionable material and communications. However, in spite of our efforts to establish regulations governing use, the d Internet, a variety of inappropriate and offensive materials is available over the internet, and it may be possible for your child to access these materials inadvertently or if he/she chooses to behave irresponsibly. In addition, it is possible for undesirable or ill-intended individuals to communicate with your child over the Internet. There are no practical means for the district to prevent this from happening, and your child must take responsibility to avoid such communications if they are initiated.

that endangers or threatens the health and safety of students or staff or disrupts the educational process, will

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

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 shall cease and property returned. When a School District employee separates from service from the School District, access to all School District accounts and email is disabled. All School District business being conducted electronically must be performed with a School District account or service. Employees should not use private email accounts. Email used for School District purposes may be subject to FOIL. There is no expectation of privacy when utilizing School District email.

The School District's computer resources, including all telephone and data lines, are the property of the School District. The School District reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the School District's network and it may be required by law to allow third parties to do so. Electronic data, e.g., may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance and monitoring or misdelivery.

Users must recognize that there is no guarantee of privacy associated with their use of School District computer resources. Users should not expect that e-mail, voice mail or other information created with or maintained in the School District's computer resources (including the use of Google Drive or a similar application and even those marked "personal" or "confidential") are private, confidential or secure.

1. All users must not act in ways that invade the privacy of others, are unethical or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and not violate the intellectual property rights of others.
2. All users must maintain the confidentiality of student information in compliance with federal and state law including, but not limited to, FERPA, HIPAA and Education Law, section 2-d.
3. Disclosing and/or gossiping (including but not limited to via e-mail, voice mail, Internet instant messaging, social media, chat rooms or on other types of Web pages) about confidential or proprietary information related to the School District is prohibited.
4. All users must refrain from acts that waste School District computer resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with, circumvent filtering or access, or degrade the performance of the School District's computer resources or to deprive authorized users of access to or use of

such resources are prohibited.

5. Students may not send broadcast e-mail or broadcast voice mail.
6. Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the School District, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory, bullying or harassing material), and billable services.
7. Official email communications must be professional, ethical and meet the standards of other School District publications bearing in mind that the writer is acting as a representative of the School District and in furtherance of the School District's educational mission.
8. Users are prohibited from using personal links and addresses such as blogs, YouTube videos, etc. in School District email unless used in the furtherance of business of the School District as part of the curriculum of the School District.
9. The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages the use of social media tools and the exploration of new and emerging technologies to supplement the range of educational services.

For purposes of this Policy, the definition of

are defined to include: websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the School District community which do not fall within the District's electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Flickr, Vine, Instagram, SnapChat, blog sites, etc.). Employees are required to maintain the highest levels of professionalism when communicating in their professional capacity as educators. Employees have a responsibility to address inappropriate behavior or activity on these networks, including compliance with all applicable District Policies and Regulations.

10. The signature portion of the user's email may not include external links or graphics that are unrelated to the content of the email.
11. Altering electronic communications to hide the identity of the sender or impersonate another person is illegal, considered forgery and is prohibited.
12. Users will abide by all copyright, trademarks, patent and other laws governing intellectual property. No software may be installed, copied or used on School District equipment except as permitted by law and approved by the Executive Director for Student Achievement and Instructional Technology or his/her designee in accordance with the procedures established for use of software/hardware with the School District's computer resources. All software license provisions must be strictly adhered to.
13. Students are not permitted to record classroom instruction without the express permission of the teacher.
14. The School District fully supports the experimental educational and business use of digital

resources including, but not limited to, software, third party applications, websites, web-based programs and/or any applications/resources which require a login/password and has a Executive Director for Student Achievement and Instructional Technology to support this purpose. Since the 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 resources downloaded 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 have been approved by Executive Director for Student Achievement and Instructional Technology, installation will be scheduled and performed.

1. The School District prohibits faculty, staff and students from developing, maintaining, and transmitting pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
2. Accessing the School District's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or which constitute sexting or cyberbullying or are otherwise inconsistent with the values and general standards for community behavior of the School District is prohibited. The School District will respond to complaints of harassing or discriminatory use of the School District's computer resources in accordance with Policy 0100 (Equal Opportunity), Policy 0110 (Sexual Harassment) and/or Policy 0115 (Dignity for All Students Act). These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.

The Board of Education authorizes use of personal electronic device(s) and/or school district issued devices to access the internet using the School District's computer resources for educational purposes. Individuals connecting to the internet using the School District's computer resources are required to comply with the School District's Internet Safety Policy, as well as the provisions of this policy and

electronic devices. The School District reserves the right to alter or disable access to the “public” wireless network as it deems necessary without prior notification.

Personal electronic devices that have the ability to offer wireless access to other devices must not be used to provide that functionality to others in any School District building. The ability to connect personal electronic devices to the School District wireless network is a privilege and not a right. When personal electronic devices are used in School District facilities or on the School District wireless network, the School District reserves the right to:

1. make determinations on whether specific uses of the personal electronic device is consistent with this policy;
2. log internet use and monitor storage disk space utilized by such users; and
3. remove or restrict the user’s access to the internet and suspend the right to use the personal electronic device in School District facilities at any time if it is determined that the user is engaged in unauthorized activity or in violation of Board of Education policy.

In addition, when staff members choose to use their own personal electronic devices to perform job-related functions, the following will apply:

1. The School District may choose to maintain a list of approved mobile devices and related software applications and utilities. The School District reserves the right to deny any staff member permission to utilize a personal electronic device within the boundaries of the School District. The Superintendent of Schools or his/her designee reserves the right to make these decisions in his/her discretion.
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6. Staff must also meet any expectations of continuity in formatting of files, etc. when making changes to documents for work purposes (i.e., do not change the format of a file so that the original file is unusable on School District-owned hardware / software).
7. All personal electronic devices used with the School District's computer resources are subject to review by the Executive Director for Student Achievement and Instructional Technology or his / her designee, or individuals/entities designated by the Superintendent of Schools, if there is reason to suspect that the personal electronic device is causing a problem to the School District's computer resources.
8. The use of personal electronic devices in the course of a staff member's professional responsibilities may result in the equipment and/or certain data maintained on it being subject to review, production and/or disclosure (i.e., in response to a FOIL request, discovery demand or subpoena). Staff members are required to submit any such information or equipment, when requested.
9. Staff members using a mobile device, personal or District-owned, are responsible for compliance with

and the copyright requirements.

6. Override permission codes are held by the Principals and the Library/Media Specialists in each school.

Cellular phones, pagers and walkie-talkies are provided to selected members of the School District by the Facilities Department. Wireless devices including, but not limited to, laptops, iPhones, iPod Touches, iPads and notebook computers are provided to staff members and/or students of the School District by the Executive Director for Student Achievement and Instructional Technology or his/her designee. The Facilities Department maintains the inventory for all these devices, auditing of wireless use by the staff, and efficient and effective resolution of billing and service-related issues. The use of wireless technology has been identified by the School District as useful in maintaining communications among the School District community and School District personnel in emergency situations or situations where immediate access to an employee is necessary. The use of such wireless technology is subject to the requirements of the School District's technology and telecommunications practices. By using wireless devices provided by the School District, the individual consents to the School District's exercise of its authority and rights as set out in this policy.

All district-issued cellular phones shall be used for the purpose of supporting the School District's education and business objectives. This policy is intended to facilitate effective School District operations relating to cellular phone usage, encourage the responsible use of district-provided cellular phones, provide guidelines for appropriate cellular phone use, and help manage cellular phone usage costs.

A list of those employees to whom cellular phones will be given for school business purposes shall be maintained by the Director of Facilities and reviewed annually by the Board of Education. This list shall also state with specificity, for each employee, the basis for the issuance of a School District cellular phone.

1. Cellular phones shall be used only for necessary phone calls in furtherance of school business purposes. Charges or fees for personal cellular phone calls shall be reimbursed by the employee to the School District.
2. The School District shall monitor whether employee cellular phone use or expenses are unreasonable, excessive, personal, unauthorized, or unwarranted.
3. School District cellular phones shall not be used for the purpose of illegal transactions, harassment, obscene or offensive behavior, or other violations of School District policies or law.
4. Cellular phone service contract rights and equipment shall be the property of the School District, and any applicable determinations or changes as to them shall be made by the Business Office.
5. Employees shall have no expectation of privacy in the use of School District cellular phones. All cellular phone bills for district-issued phones are the property of the School District and will be used as appropriate to investigate the personal use of district-issued cellular phones.
6. School District cellular phones are valuable and should be handled with due care. If loss, theft, or damage to a School District cellular phone results from the known

negligence of the employee to whom such phone is assigned, the employee will be required to reimburse the