



Book	East Islip School District School Board Policies
Section	Policy Nos. 4327-4830
Title	Computer Network and Internet Access Acceptable Use
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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-mail, telephone equipment, digital still and video, voice mail, fax machines and supporting telephone lines, and all communication equipment) are provided to support the educational and administrative activities of the School District and should be used for those purposes. An individual's use of the School District's computer resources must be in support of education and research and consistent with the educational objectives of the School District.

The computer network can provide a forum for learning various software applications and, through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students.

When an individual accesses computers, computer systems and/or computer networks, including the internet (hereinafter the "School District's computer resources") provided by the School District, he/she assumes certain responsibilities and obligations. Access to the School District's computers, computer systems and/or computer networks is subject to federal, state and local law, as well as Board of Education policy. The use of the School District's computers, computer networks and the internet is a privilege, not a right, and inappropriate use will result in the cancellation of privileges and/or disciplinary action by School District officials.

All users of the School District's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The School District reserves the right to control access to the Internet for all users of its computers and network. The School District may either allow or prohibit certain kinds of online activity, or access to specific websites.

The Board of Education directs the Superintendent of Schools to designate a computer coordinator to oversee the use of School District computer resources. The computer 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 othezand a

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 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,

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 public social media networks or Social Networking Sites (SNS) 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 Ex

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 regulation. Failure to abide by this policy and regulation will result in disciplinary action including, but not limited to, revocation of access to the School District's computer resources.

"Personal electronic devices" or "School District issued devices" include, but are not limited to, personal laptops, smart phones, portable storage media, all recording devices, all Internet connected devices and handheld devices such as laptops, iPods and iPads and include student owned and school district issued devices. With classroom teacher approval, students may use their own devices to access the Internet for educational purposes. The School District reserves the right to monitor, inspect, and/or confiscate personal electronic devices when administration has reasonable suspicion that a violation of school policy has occurred.

The School District maintains a "public" wireless network, a "private" wireless network, an "instructional" wireless network and a "hard wired" network. The "hard wired" and "private" wireless networks are limited only to district-owned and managed devices. Any attempt to connect a personal electronic device to either of these networks will be considered a violation of this policy. The "public" wireless network is the sole network that students and faculty may connect to using their personal 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

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 all security protocols normally used in the management of School District data on conventional storage infrastructure are also applied on that mobile device. All School District-defined processes for storing, accessing and backing up data must be used on any device used to access the School District's computer system.

Further, the School District will not be liable for the loss, damage, theft, or misuse of any personal electronic device(s) brought to school. The School District will bear no responsibility nor provide technical support, troubleshooting, or repair of electronic

Anything questionable should be reported immediately to the Executive Director for Student Achievement and Instructional Technology or his/her designee.

5. With permission, students, faculty and staff may create or modify web pages on the School District web servers. To ensure the integrity of these sites, users must abide by the School District's web practices. It is the user's responsibility to update and maintain all links and content, keeping in mind the Inappropriate Materials section and the copyright requirements.

The School District does not warrant in any manner, express or implied, that the functions or the services provided by or through the School District system will be error-free or without defect. The School District shall not bear any liability for any damage suffered by users including, but not limited to, loss of data or interruption of



The Superintendent of Schools, working in conjunction with the designated Purchasing Agent for the School District, the computer network coordinator and the instructional materials planning committee, will be responsible for the purchase and distribution of computer software and hardware throughout the schools in the School District. They shall prepare and submit for the Board of Education's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or School District needs.

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

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