

EAST QUOGUE UNION FREE SCHOOL DISTRICT

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Policy 4526

Scope

The School District's Telecommunications Policy applies to all authorized users (Board of Education, employees and students) who access the School District's network or equipment using district-owned or personally-owned equipment, including wireless devices.

Purpose

1. The technology resources at East Quogue Union Free 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, pagers and all communication equipment) are provided to support the educational and administrative activities of the School District and should be used for those purposes. For the benefit of the School District and to reduce the expense of utilizing a messenger service, fax machines will be utilized, Use is a privilege, not a right. Incidental personal use of the school's technology resources must not interfere with the School District community member's performance, the School District community's ability to use the resources for professional and academic purposes nor violate other school policies or standards of professional behavior.
2. Use should always be legal, ethical and consistent with the School District's policies on honesty and integrity and its general standards for community behavior,

Authorized Use

1. Authorized users include members of the Board of Education, Administrators, Supervisors, Faculty, Staff, Students and any other person who has been granted authority by the School District to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the School District's network using district-owned or personally-owned equipment, you have consented to the School District's exercise of its authority and rights as set out in this Policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
2. Upon request faculty and staff members and some students are provided with email accounts and Internet access. Staff members may also be provided with email accounts, voice mail accounts, Internet access and other telecommunications upon approval of their supervisors.
3. 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 technology 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

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accounts and email is disabled.

4. All School District business being conducted via email must be done with a School District account, not the employee's private email account. Email may be subject to FOIL; there should be no expectation of privacy when utilizing School District email.

Privacy Expectations

- 1, The School District's network 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.
2. Users must recognize that there is no guarantee of privacy associated with their use of School District technology resources. Users should not expect that e-mail, voice mail or other information created or maintained in the system (even those marked "personal" or "confidential") are private, confidential or secure.

Responsible Use

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.
3. Disclosing and/or gossiping (including but not limited to via e-mail, voice mail, Internet instant messaging, chat rooms or on 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 technology 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 a School District computer system, telephone system or network 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 without prior permission from the Teacher.
6. Students will not agree to meet with anyone they have met online without their parents approval and participation.
7. Users are responsible for both the content and possible effects of their messages

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- 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.
8. 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.
 9. 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 for as part of the curriculum of the School District. The signature portion of the user's email may not include external links or graphics that are unrelated to the content of the email.
 10. Altering electronic communications to hide your identity or impersonate another person is illegal, considered forgery and is prohibited.
 11. 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 Information and Telecommunication (VT) Services. All software license provisions must be strictly adhered to.
 12. The School District fully supports the experimental educational and business use of software and has an Information and Telecommunication (IT) Services Department to support this purpose. Since the installation of applications, other than district-owned and district-tested programs, could damage the School District's computer systems or interfere with others' use, software downloaded from the Internet or obtained elsewhere must be approved by that department. Software may not be installed onto any district- owned or district-leased computer unless in compliance with the East Quogue Union Free School District Acquisition Policy. Once software has been approved by IT Services, installation will be scheduled and performed.

Inappropriate Materials

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

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prohibited, The School District will respond to complaints of harassing or discriminatory use of its technology resources in accordance with its Anti-Harassment and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.

Security

1. Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. East Quogue Union Free School District, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the district's system, you have consented to the School District's right to do so.
2. Removing or relocating district-owned technology resources require prior authorization from IT Services.
3. Unless approved by IT Services, modem use is prohibited on computers that are directly connected to the School District network. Personal network appliances may not be connected to the School District network and may be confiscated.
4. Storage of copyrighted materials such as music, video and games is prohibited.
5. Users may not attempt to circumvent or subvert the security provisions of any other system. Without authorization from the Computer Services, no one may attach a server to or provide server services on the School District network.

Selection of Material for Classroom Use

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines, and lists of resources to assist their students in channeling their research activities effectively and properly.

District Limitation of Liability

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damages 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 unauthorized use of the system.

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The Internet at East Quogue Union Free School District

1. There are risks involved with using the Internet. To protect personal safety, Internet users should not give out personal information to others on website, chat rooms or other systems. The School District cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with e-mail, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators in this School District and elsewhere.
2. Users must be aware that some material circulating on the Internet is copyrighted and subject to all copyright laws. Materials taken from the Internet must be properly footnoted.
3. Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the School District's system to download illegally distributed material.
4. Users are cautioned not to open e-mail attachments or download any files from unknown sources in order to avoid damaging School District computers and bringing destructive viruses into the School District's system. Anything questionable should be reported immediately to IT Services,
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.

Policy Enforcement and Sanctions

1. All members of the School District community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action, and dismissal/termination from the School District. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the School District may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to the Coordinator of Information and Telecommunication Services, as well as to the Principal (if the suspected violator is a student), or the Deputy Superintendent of Schools (if the suspected violator is a faculty or staff member)..

Additional Policies and Guidelines for Information and Telecommunication Services

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Use of voice mail and the Internet at East Quogue Union Free School District must comply with the "Acceptable Use Policy." The following policies and guidelines have been developed so that everyone benefits from the use of this technology. Failure to comply with these guidelines will result in the loss of service and/or disciplinary action.

1. Voice-mail greetings, cyberbullying, and sexting using sexually explicit, graphic, threatening or obscene language or images, or otherwise using language or images inconsistent with the values and general standards for community behavior of the School District, are prohibited.
2. Anyone leaving such inappropriate messages on voice mail may face disciplinary action.
3. Anyone receiving a threatening message should record/save the message and report the incident to the Principal. IT Services will attempt to trace the message and report the results to the Principal and the Deputy Superintendent of Schools.
4. Use of voice mailboxes for commercial purposes or advertising is not permitted.
5. Use of security codes is required in order to guarantee privacy for mailbox users.
6. Override permission codes are held by the Principals and the Library/Media Specialists in each school.

Wireless Policy and Guidelines

Cellular phones, pagers and walkie-talkies are provided to selected members of the School District by the Facilities Department. Wireless devices such as the iPod Touch, iPad and notebook computer are provided to selected members of the School District by IT Services. 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, including the Acceptable Use Policy. By using wireless devices provided by the School District, you have consented to the School District's exercise of its authority and rights as set out in this policy.

Cellular Phone Use

Purpose

It is the policy of the East Quogue Union Free School District that 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

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usage costs,

Authorized Users

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,

Acceptable Use Guidelines

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 East Quogue Union Free 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 School District for the repair or purchase of replacement equipment.
7. Upon request, district-issued cellular phones shall be returned to the appropriate School District official.
8. East Quogue Union Free School District may discontinue cellular phone privileges at any time.

The failure to comply with this policy may result in the loss of cellular phone use privileges and possible disciplinary action consistent with law or the applicable collective bargaining agreement.

Board of Education Review

The Board of Education shall cause to be conducted regular cost-benefit analyses to determine whether the current cellular phone usage is advantageous to the School District, as

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well as whether cellular phone service plans should be changed in order to reduce costs and maximize the benefit to the School District.

Policy on Wireless Device/Radio Use

East Quogue Union Free School District insists that all employees act responsibly in their jobs so as not to endanger the lives of themselves or others. It is our policy that no telephone communication, business or personal, is so necessary or urgent that it cannot be postponed or interrupted until such time as the involved person can participate in the phone call without compromising safety. Safe driving is always your first responsibility. East Quogue Union Free School District actively discourages the use of hand-held cellular phones, and other wireless communication devices, while driving cars, trucks and golf carts both on and off campus, during School District work time or on School District business.

Further, employees should not dial or write while driving on School District business. If an employee must engage in any of the above activities, he or she must pull over to a safe location off the roadway and out of traffic, stop and park the vehicle before doing so. Stopping in a roadway breakdown lane is by its very nature dangerous and therefore is not considered a safe location by the School District.

East Quogue Union Free School District acknowledges that members of the school administration, members of the facilities department and computer services and athletic trainers often use two way radios and radio-telephones in the School District in the performance of their daily duties. In addition, the use of wireless devices by building administration and security guards are both prevalent and necessary. These employees are reminded to use these devices in such a manner so as not to compromise safety.