TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Scope

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

Purpose

1. The technology resources at Syosset Central 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 district and should be used for those purposes. For the benefit of the 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 district community member's performance, the 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 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 district to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the district's network using district-owned or personally-owned equipment, you have consented to the 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 e-mail accounts and Internet access. Staff members may also be provided with e-mail accounts, voice mail accounts, Internet access and other telecommunications upon approval of their supervisors.

3. Whenever a user ceases being a member of the 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 district employee separates from service from the district, access to all district accounts and email is disabled.

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

Privacy Expectations

1. The district's network resources, including all telephone and data lines, are the property of the district. The 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 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 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 District is prohibited.

4. All users must refrain from acts that waste 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 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. 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 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 District publications bearing in mind that the writer is acting as a representative of the school district and in furtherance of the District's educational mission.

8. Users are prohibited from using personal links and addresses such as blogs, YouTube videos, etc. in school district email. The signature portion of the user's email may not include external links or graphics that are unrelated to the content of the email.

9. Altering electronic communications to hide your identity or impersonate another person is illegal, considered forgery and is prohibited.

10. Users will abide by all copyright, trademarks, patent and other laws governing intellectual property. No software may be installed, copied or used on district equipment except as permitted by law and approved by Information and Telecommunication (IT) Services. All software license provisions must be strictly adhered to.

11. The 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 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 Syosset Central School District Acquisition Policy. Once software has been approved by IT Services, installation will be scheduled and performed.

Inappropriate Materials

1. The district prohibits faculty, staff and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.

2. Accessing the 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 otherwise inconsistent with the values and general standards for community behavior of the district is prohibited. The 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. Syosset Central 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 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 district network. Personal network appliances may not be connected to the 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 district network.

The Internet at Syosset Central 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 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 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 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 district computers and bringing destructive viruses into the 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 district web servers. To ensure the integrity of these sites, users must abide by the 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 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 district. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the 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

Use of voice mail at Syosset Central School District must comply with the "Acceptable Use Policy." The following policies and guidelines have been developed to ensure 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 using sexually explicit, graphic, threatening or obscene language, or otherwise using language inconsistent with the values and general standards for community behavior of the 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 district by the Facilities Department. Wireless devices such as the iPod Touch, iPad and notebook computer are provided to selected members of the 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 district as useful in maintaining communications among the district community and 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 district's technology and telecommunications practices, including the Acceptable Use Policy. By using wireless devices provided by the district, you have consented to the district's exercise of its authority and rights as set out in this policy

Cellular Phone Use

Purpose

It is the policy of the Syosset Central School District that all district-issued cellular phones shall be used for the purpose of supporting the district's education and business objectives. This policy is intended to facilitate effective 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.

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 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 District.

2. The District shall monitor whether employee cellular phone use or expenses are unreasonable, excessive, personal, unauthorized, or unwarranted.

3. District cellular phones shall not be used for the purpose of illegal transactions, harassment, obscene or offensive behavior, or other violations of 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 district cellular phones. All cellular phone bills for district-issued phones are the property of the Syosset Central School District and will be used as appropriate to investigate the personal use of district-issued cellular phones.

6. District cellular phones are valuable and should be handled with due care. If loss, theft, or damage to a 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 district for the repair or purchase of replacement equipment.

7. Upon request, district-issued cellular phones shall be returned to the appropriate district official.

8. Syosset Central School District may discontinue cellular phone privileges at any time.

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

Policy on Wireless Device/Radio Use

Syosset Central 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. Syosset Central 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 district work time or on district business.

Further, employees should not dial or write while driving on 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 district.

Syosset Central 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 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.

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