

SUBJECT: STAFF ACCEPTABLE USE POLICY

The Board of Education will provide staff with access to various computerized information resources through the BOCES Computer System (BCS hereafter) consisting of software, hardware, devices, computer networks, wireless networks/access and electronic communication systems. This may include access to email, online services and the internet. It may also include the opportunity for staff to have access to the BCS from their home or other remote locations, and/or to access the BCS from their personal devices, such as smart phones. All use of the BCS and the wireless network, including use of Southern Westchester BOCES (“BOCES”) property and use on personal devices, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the BCS to explore educational topics, conduct research and contact others in the educational world. The Board believes that staff access to various computerized information resources will allow staff members to perform their duties better, more quickly and more efficiently. As such, the Board directs the District Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the BCS.

Staff are not guaranteed access to the BCS. Staff use of and access to the BCS is conditioned upon compliance with the requirements of this policy and any regulations adopted to ensure acceptable use of the BCS. Staff will be required to acknowledge they have read and understand this policy and any accompanying regulations and that their access and use of the BCS is conditioned on their compliance with this policy and any accompanying regulations.

The same standards of acceptable staff conduct which apply to an employee’s job performance also applies to use of the BCS. Employees are expected to communicate in a professional manner consistent with applicable BOCES policies and regulations governing the behavior of BOCES staff. Email and/or telecommunications are not to be utilized to share confidential information about students or other employees except as authorized by this policy and accompanying regulation.

Staff personal use of the BCS is allowable on a limited basis. Personal use of the BCS should be kept to a minimum, may not interfere with the performance of the employee’s duties and responsibilities and should only occur during non-student contact times and/or during approved break times. The use of streaming services (personal or work related) such as Hulu, Netflix, Amazon Prime, Amazon Music, Pandora, as well as other other streaming services not identified here are not permitted. Questions or concerns regarding the use of these services on the BCS should be directed to the office of the Director of Technology.

This policy does not identify all required and/or acceptable uses of the BCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as prohibited behavior.

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BOCES staff shall also adhere to the laws, policies and rules that apply to computers and electronic information including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy protected by federal and state law.

Staff members who engage in unacceptable use may lose access to the BCS and may be subject to further discipline under the law and in accordance with any applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the BOCES or its networks.

Social Media Use by Employees

The BOCES recognizes the value of the use of new technologies to enhance student learning experiences. The BOCES also realizes its obligations to teach and ensure 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 BOCES-approved social media tools and the use of new and emerging technologies to supplement the range of communication and educational services in the employee's role. The definition of BOCES-approved password-protected social media tools are those that are part of the BOCES electronic technology network and/or those Public Social Media Networks or Social Networking Sites (SNS) which the BOCES has approved for educational use, where the BOCES has greater authority and ability to protect minors from inappropriate content and can limit public access. For purposes of this policy, Public Social Media Networks or Social Networking Sites (SNS) are defined to include, but are not limited to: websites, blogs, wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the public, including the BOCES community (e.g., Pinterest, Facebook, Twitter, LinkedIn, Flickr, Vine, Instagram, SnapChat, blog sites, etc.), which do not fall within the BOCES electronic technology network.

Generally, the BOCES takes no position on an employee's use of social media or SNS on their personal time. However, employees may be subject to discipline for inappropriate personal use of social media or SNS during their personal time where there is a nexus (i.e., connection) between such use and their position in the BOCES. Personal use of these media during BOCES time or on BOCES-owned equipment is ***allowed on a limited basis***. Personal use should be kept to a minimum, may not interfere with the performance of the employee's duties and responsibilities and may only occur during non-student contact times and/or during approved break times. In addition, employees are expected to maintain the highest levels of professionalism when communicating in their professional capacity, whether using BOCES devices or their own personal devices. Employees also have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable BOCES Policies and Regulations. For more information please refer to the BOCES Social Media Regulation.

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SUBJECT: STAFF ACCEPTABLE USE POLICY (Cont'd)**Confidentiality, Private Information and Privacy Rights**

Confidential and/or private data, including but not limited to, protected student records, employee personally identifiable information, and assessment data, shall only be loaded, stored or transferred to BOCES-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the BCS, any mobile devices, including flash or key drives, and any devices that access the BCS from remote locations, such as an employee's home. Staff may not use email to transmit confidential files to themselves or others in order to work at home or another location. Staff may not use personal email accounts to conduct BOCES business. Staff may not use cloud-based storage services (such as Dropbox, GoogleDrive, One Drive, etc.) for confidential files. Staff are responsible for complying with the requirements of the Family Educational Rights and Privacy Act, New York State Education Law Section 2-d and Part 121 of the Commissioner's Regulations when storing, accessing and transmitting confidential student information and data over the BCS.

Staff may not leave any devices unattended with confidential information visible. All devices are required to be locked down while the staff member steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Staff data files and electronic storage areas shall remain BOCES property, subject to BOCES control and inspection. The BOCES may access and/or monitor all such files and communications without prior notice for any reason. Staff should **NOT** expect that information stored on the BCS will be private. Staff have no expectation of privacy in any files and/or information contained in the BCS, including but not limited to, any BOCES devices/equipment, computers, smart/mobile phones and/or tablets, the BOCES network/server and/or the BOCES' email system.

Rules of Conduct and Compliance

Employees who violate this policy and/or its accompanying regulations may have their access rights suspended or revoked by the BOCES. In addition, disciplinary action may be taken as permitted by applicable law and the terms of any applicable collective bargaining agreements. A list of non-exhaustive examples of prohibited uses of the BCS is provided in Regulation 6413R.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the BCS.

This policy is subject to change. The BOCES reserves the right to restrict or terminate BCS access at any time for any reason. The BOCES further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the BCS and to monitor acceptable use.

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Disciplinary penalties will be determined in accordance with applicable law and the terms of applicable collective bargaining agreements. However, revocation of access will be determined by the network administrator, acting in consultation with Building and BOCES-wide administrators.

Staff must sign off on an acknowledgment that they have read, understand and agree to this policy and its accompanying regulation as a condition of use of and access to the BCS.

NOTE: Refer also to Policies #5672 -- Information Security Breach and Notification
#6410R.1 Social Media Guidelines for Employees
#8271 -- Internet Safety/Internet Content Filtering Policy