

## **REGULATIONS FOR DISTRICT EMPLOYEES AND APPROVED THIRD PARTIES**

### **COMPUTER NETWORK ACCEPTABLE USE AND INTERNET SAFETY**

The intent of this Acceptable Use Regulation is to provide reasonable guidelines for the appropriate use of the District's *Network*, which includes Internet access, wireless Internet access, District e-mail accounts, computing and networking facilities, hardware and software. This Regulation assumes an attitude of cooperation, good will and appropriate *Network* "etiquette" on the part of District administrators, faculty, staff, students and approved third parties using our technology facilities.

Interpretation, application and modification of this Acceptable Use Regulation shall be within the sole discretion of the Katonah-Lewisboro School District.

#### **Acceptable Use and Responsibilities**

1. The *Network* of the Katonah-Lewisboro School District (District) supports administrators, faculty and staff in instructional research, teaching, public service and other intellectual endeavors related to respective roles and responsibilities and consistent with the District's mission. Generally, any computing or network activities that fall within these categories are considered acceptable use of the District's Network.
2. All District administrators, faculty and staff have a responsibility to become familiar with the acceptable use policies for students, and with specific guidelines and consequences for misuse of District technology, as more specifically set forth in student acceptable use regulations and the District Code of Conduct, and to do their best to ensure adequate supervision to maintain executed student use agreements. The District has two student acceptable use Regulations as follows: a) Elementary Acceptable Use Regulation (Regulation 4526-E.1) and b) Middle/High School Acceptable Use (Regulation 4526-E.2).
3. The holder of a District computer USER ID and password is required to sign for use of the *Network* and is responsible for protecting the *Network* from unauthorized access by keeping the password confidential and by changing it regularly.
4. The holder of a District computer USER ID account shall be liable for any misuse of the *Network* which takes place using that account.
5. The Katonah-Lewisboro School District reserves its right to disable any computer account and further, to conduct an investigation and/or review of *Network* usage, as well as to gain access to the user's correspondence and/or files without prior notice to the user.
6. The Director of Technology is responsible for *Network* operations, providing help and answering questions.

**Unacceptable Use****1. Illegal Activities and/or Unacceptable Uses**

- a. Users may not attempt to gain unauthorized access to the District's *Network* including data or to any other computer system through the District's *Network*, or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files without authorization.
- b. Teachers may not share their network access with substitute teachers.
- c. Users may not disrupt or attempt to disrupt the District's *Network* performance or destroy data by spreading computer viruses or by any other means.
- d. Users may not use the District *Network* for personal use, commercial use or political activity, including without limitation, school related matters, such as budget votes, referenda and Board elections, etc.

**2. Respecting Resource Limits**

- a. Users shall use the *Network* only for educational, professional or career development activities related to their position in the District.
- b. Copyrighted material may not be placed on any computer connected to the District's *Network* without appropriate legal authorization. This includes but is not limited to copying, installing, receiving, transmitting or making available any copyrighted software or other related materials on the *Network*. Copyrighted materials shall only be used in accordance with the "fair use" doctrine of federal copyright law.
- c. Users may not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- e. Users should check their e-mail at least at the beginning and end of each day and manage the size of mailbox storage.

**3. Inappropriate Access to Material**

- a. Users may not use the District *Network* to receive, access or distribute material that is profane, offensive, obscene, discriminatory, pornographic or otherwise sexually explicit or that advocates illegal acts, is defamatory, or that advocates violence towards people or animals. Users may not use the *Network* to engage in any illegal act.

**Internet Filtering and Internet Safety**

District filtering technology is configured to prevent access to material that is obscene, illegal, pornographic and/or that is harmful to minors, as defined by the Children's Internet Protection Act ("CIPA").

1. Users of non-District owned, i.e. personal, wired or wireless devices, including laptops, wireless broad-band network cards, Internet enabled cell phones, etc. shall not disrupt the educational process and users shall not access inappropriate or illegal material.
2. Teachers will provide students with a sequential, structured approach to gaining the skills that will allow them to become independent, responsible users of the *Network*.
3. Teachers will ensure that students are directed to sites with age and topic appropriate materials and resources as referenced in K-12 curriculum documents.
4. Users will be responsible for what they post to eChalk webpages District's websites.
5. Users may not post photographs of students to eChalk webpages or other internet websites without express permission from the student's parent(s)/guardian(s).

**System User's Rights**

The District reserves the right to, and does, monitor the use of the District's *Network*, including District-owned computers, Internet access, wireless Internet access, e-mail accounts, computing and networking facilities, hardware and software and other related technologies. Therefore, students, staff and community members should have no expectation of privacy when they use the District's *Network*.

*Network* storage areas are District property. The administration may review files and communications at any time to maintain system integrity and insure that the system is being used in accordance with District policies and regulations. All material stored on District equipment shall be deemed District property.

**Disclaimer**

The Katonah-Lewisboro School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any damage 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 use of the system. The District will not be held liable for any content already existing on personal wireless devices. Users seeking to utilize the District's wireless Internet service must register with the District and be provided with a user name and password prior to being granted wireless access. In addition, users will be required to accept the Mobile Device Management ("MDM") client on their personal device(s) prior to gaining wireless access.

*References:*

*Board of Education Policy 4526*

*Regulations 4526-E.1, E.2, E.3,*

*Katonah-Lewisboro School District Code of Conduct*

*Board of Education Policies*

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