

## **COMPUTER, NETWORK AND INTERNET ACCEPTABLE USE POLICY**

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to 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 district classrooms for the purpose of advancing and promoting learning and teaching.

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 communication opportunities for staff and students.

Use of district computers and networks for private or commercial business, political or religious purposes is prohibited. Use of district computers and/or networks for illegal activity or to access or transmit obscene or pornographic material is prohibited. Transmitting or storing offensive or objectionable material is prohibited on district computers or networks; the district's determination as to whether the nature of the material is considered offensive or objectionable is to be considered as final. The audio and/or video recording of any individual is prohibited without the expressed consent of the individual being recorded.

Any use of district computers that access outside resources must conform to the terms and conditions of the Mattituck-Cutchogue UFSD Computer, Network and Internet Use Policy 4526.

The applicable use of computers and technology will be communicated to all users throughout the district. Age appropriate instructions regarding acceptable online behavior including interacting with others using district technology, cyber bullying awareness and response will be provided by the district. The messages and documents residing within create and/or transmitted on any device or network may be subject to the districts monitoring and review.

The Board authorizes use of personal devices to access the district's computer network for educational purposes while maintaining the integrity of the District Internet Use Policy. Individuals connecting to the district network are required to comply with the district's AUP and registration process, as well as the provisions of this policy and regulation. Failure to register or abide by this policy and regulation will result in revocation of access and possibly disciplinary action in accordance with the Code of Conduct.

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

Regulations and handbooks, to be developed by the Superintendent, in consultation with computer network coordinator, Administration and Board of Education will provide specific guidance on this, as well as rules governing the use and security of the district's computer

network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of district computer resources. The computer network coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

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 computer network coordinator. The computer network coordinator 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.

The Superintendent, working in conjunction with the designated purchasing agent for the 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 district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Cross-ref: 5300, Code of Conduct  
 4526-R, Computer Use in Instruction Regulation  
 4526-E, Student Computer, Network and Internet Use Authorization Agreement Form  
 4526.1, Internet Safety Policy  
 4526.1-R, Internet Safety Regulation  
 4526.1-E, Photo Consent Form  
 4526.2 Faculty and Staff Computer Use  
 4526.2-E Faculty and Staff Computer Use Form  
 4526.3 Social Media and Social Networking Sites  
 4526.4 Faculty, Staff and Student Laptop Use  
 4526.5 Acceptable Use Policy Use Guidelines Infinite Campus Parent Portal  
 4526.5-E Parent Portal Agreement

Adoption date: **December 20, 2007**

Revised date: **August 18, 2016**

## FACULTY AND STAFF COMPUTER USE FORM

I have read the district's Computer, Network and Internet Use Policy (4526). I understand that this is designed for educational purposes. I will abide by the district's Computer, Network and Internet Use Policy (4526) and the District's Faculty and Staff Computer Use Policy (4526.2) and any other computer related regulations. I further understand that a violation of the terms and conditions set forth in the above policies may result in the restriction and/or termination of my use of the district's computer, equipment, and/or accessories and may result in further discipline and/or legal actions.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Building: \_\_\_\_\_

Cross-ref:

4526 Computer, Network and Internet Acceptable Use Policy  
 4526-R, Computer Use in Instruction Regulation  
 4526-E, Student Computer, Network and Internet Use Authorization Agreement

Form

4526.1, Internet Safety Policy  
 4526.1-R, Internet Safety Regulation  
 4526.1-E, Photo Consent Form  
 4526.2 Faculty and Staff Computer Use  
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