

Oyster Bay - East Norwich Central School District

Guidelines on Acceptable Computer and Internet Use for Staff

I. Introduction

The Oyster Bay-East Norwich Central School District utilizes computer Local Area Networks (LAN's) that provide staff with access to resources from both local and remote repositories of electronically stored information. This includes Internet access. These guidelines are intended to ensure that all staff have access to a high quality infrastructure that will enhance their role in the district and the learning process for students.

Many of the prohibitions stated below are based upon the reality that when our Internet access is used for personal purposes, it significantly reduces the bandwidth that is available for other users engaged in educational pursuits.

The Internet offers vast, diverse and unique resources to staff. The intention of the Oyster Bay-East Norwich Central School District is to make this resource available to qualified users to enhance the educational program and facilitate resource sharing and communication. It should be noted, however, that some materials accessible via the Internet contain items that may be illegal, defamatory, inaccurate or potentially offensive to some people. While the district does have rules and measures in place to limit the possibility, some method always remains to access inappropriate materials. Despite this possibility, it is felt that the valuable information and interaction available on the Internet far outweigh the possibility that a few users might procure material that is not consistent with the educational goals of the school district. Staff are asked to treat this resource in a professional manner and to educate themselves not only to the educational benefits of technology but to the consequences of improper usage. Staff should also be familiar with and prepared to enforce the terms of the Guidelines on Acceptable Computer Use and Internet Use that exist for students.

It is the position of the Oyster Bay-East Norwich Central School District that Internet access and the use of district-owned technology is not a right, but rather a privilege. This privilege may be revoked if the district's guidelines and/or pertinent laws are not followed. This document outlines the guidelines that relate to Internet and computer use. Our technology resources have been purchased and are supported to enrich the professional lives of our staff. It is not the intent of the district to be overly regulatory but a certain amount of regulation is necessary to ensure fair and equal access to our resources. Users who violate these guidelines may have their access curtailed and future access

denied. The district reserves the right to refer violators of the law to the appropriate enforcement agencies.

The Oyster Bay-East Norwich Central School District makes no warranties of any kind regarding the Internet service it is providing, and will not be responsible for any damages suffered. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user error. Use of any information obtained via the Internet is at the user's own risk. The Oyster Bay-East Norwich Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

II. Computer Hardware and Software Guidelines and Conditions

1. Users should not expect that files stored on district-owned equipment or services are private. Storage devices that are owned and operated by the school district, including diskettes, hard drives and servers should not be considered or treated as personal property. The school reserves the right to review, and if necessary, confiscate contents without user permission. Appropriate staff may review files and communications to maintain system integrity and insure that system resources are utilized in a responsible manner consistent with school guidelines;
2. Installing, downloading, changing, or modifying software or software setups without prior consent of the technology department is prohibited.
3. Sending or displaying offensive messages or pictures is prohibited;
4. Damaging or attempting to damage computers, computer systems, or computer networks, either physically or electronically, is prohibited;
5. Using another's password is prohibited;
6. Any activity that violates the Oyster Bay-East Norwich Central School District's code of conduct is prohibited.
7. The use of district-owned technology resources for personal use is prohibited. Examples of personal usage include, but are not limited to, shopping, banking, employing Internet radio sites, personal printing, computer games, video, streaming media and browsing auction sites. These activities often significantly degrade the bandwidth available for our first priority, that is, educational purposes. The district does not object to reasonable and occasional personal usage when taking place outside of the regular school day and hence, not competing with an educational need for bandwidth. Personal usage should not be a regular practice and those who abuse this privilege may have their personal use denied. Guidelines relating to personal usage are in place to ensure staff and students have the best possible bandwidth for educational uses;

8. Employing district-owned hardware for commercial activities, product advertising, political lobbying or any other activities that are not directly related to an approved educational or job-related use is prohibited. This activity can significantly degrade the bandwidth available for other users engaged in educational pursuits;

9. Diskette use is discouraged in that diskettes are a common source of computer viruses. All diskettes should be scanned for viruses and evaluated for damage prior to use;

10. Users who "log-on" with a username and password shall "log-off" when not at the computer. This will disallow students or others from accessing their accounts or having access to user rights to which they would normally not have access;

11. All computers shall be properly shut-down at the end of each day;

12. Computers and other hardware should not be located in direct sunlight, which can cause the serious or fatal over-heating of equipment;

13. All virus messages or suspected virus related activity on computers must be reported to the technology department immediately;

14. In general, it is not permitted to take many types of district-owned equipment home over vacations. This includes computers and other devices that require special set-ups for use on our networks. When a compelling reason exists for such equipment to be taken home, solely for educational and/or job-related reasons, staff may seek the permission of the technology department and then the building principal or assistant superintendent. In all such cases, the technology department must be notified and given an opportunity to ensure that the equipment is properly set-up to operate as intended. Equipment that is taken home must be returned to the technology department for checkout prior to being put back into school use. Staff will be responsible for any damage done to district-owned equipment in such cases;

15. Individual users of the district's computers and networks are responsible for their behavior and communications over those networks. It is required that users comply with district standards. The district will make every reasonable effort to monitor and restrict inappropriate use of its computers and networks. However, the district cannot be responsible for controlling the inappropriate computer and network use. This is the responsibility of the individual user.

III. Internet Guidelines and Conditions

1. The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege. Access requires responsible use;
2. Staff shall not allow students to abuse district-owned equipment. Staff will actively supervise student use of district-owned equipment.
3. Staff members will not allow students to use any computer that has been logged onto with a staff member's username and password. Doing so will allow students access to network areas that are restricted from student use. This practice may also circumvent restricted privileges of some students;
4. Behavioral and Safety Standards:
 - Be polite- use appropriate language;
 - Do not reveal personal addresses, phone numbers or other confidential information;
 - Curtail your usage if others need the system;
 - Do not share passwords;
 - Do not assume any communication is private;
 - Due to security concerns, the downloading of computer programs is discouraged. If a computer program is needed for educational purposes, a request to download the program must be made to the school's technology department who will take the necessary steps to ensure that the downloaded material does not contain viruses or other possible security problems;
5. The following are examples of acceptable use when related to the school program:
 - Research;
 - Information searching;
 - Email;
 - Other activities that support the educational program;
6. The following are not permitted:
 - Using obscene language;
 - Harassing, insulting or attacking others;
 - Disruption of the use of the internet/network by other users;
 - Violating copyright laws;
 - Trespassing in another's folders, work or files;
 - Wasting limited resources (including time);
 - Using the Internet for entertainment purposes that are not related to the educational program;
 - Visiting sites that are pornographic or can otherwise cause offense;
 - Employing the district's network for commercial purposes;

- Any activity that violates the Oyster Bay-East Norwich Central School District policies;
- Commercial activities, product advertising, political lobbying or any other activities that are not directly related to an approved curricular project;
- Games not related to the educational program and approved by the appropriate staff.

8/04



STAFF BULLETIN

All staff members receive a weekly bulletin every Friday afternoon. This bulletin provides the main communication link regarding school activities, meetings, and the accomplishments of our students and staff. *Announcements for the bulletin are due to the principal's secretary no later than 2:45 p.m. Thursday.*

P.A. ANNOUNCEMENTS

Announcements will be made from the Main Office at the end of first period every day. Every effort will be made to eliminate the use of the P.A. between periods. Announcements will be made at the end of school only during students' passing time. If you wish to make an announcement, please write it verbatim on the announcement form located in the Main Office. Indicate the date or dates it should be read.

TELEPHONES

1. Staff:

Each staff member has a voice mailbox that should be activated. It is expected that staff members check their voice mailbox at least once a day. Telephones for staff use are available in the Teacher Center or in each department supervisor's office. Please try to limit the use of the phones to school business calls.

2. Incoming calls to staff members:

In case of emergency, you will be notified immediately. Otherwise, a message will be forwarded to your voice mailbox.

3. Students:

A pay telephone is available for student use outside the auditorium and by the guidance area. Office telephones are not for student use. Students will not be called from classes to the telephone or given messages, except in family emergencies.

SUBSTITUTE CALLING PROCEDURE

When teachers or other professional staff members are absent due to illness or family illness, it is each person's responsibility to call the substitute service as **early as possible** in order for substitutes to be arranged. Please call:

BETSY PANAGOT – 922-4242

Substitute Folders

Individual substitute folders will be kept in the main office. These folders will include the following:

1. your schedule, including supervisory assignment
2. hall passes
3. student absence reports
4. a summary of my expectations of substitute teachers

To help us create the folders, I need you to submit the following to the Main Office by the end of the day, Friday, September 22:

1. emergency plans, complete with handouts
2. specific health alerts for specific students
3. any unique instructions that may pertain to your classes only

Personal Days

Staff members should complete a Request for Absence for Personal Business form at least 48 hours prior to the day requested, unless it is an emergency. Teachers should refer to their contract for specific information.

* * * * *

Clerical, custodial, hall monitors, or other staff member, should call the Main Office at 624-6588 to report absences.

Statement of Absence

All staff members must complete a Statement of Absence on the day they return to work following an absence.