

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS.

Generally, the same standards of acceptable staff conduct, which apply to any aspect of job performance, shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and tele-communications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; 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 proscribed behavior.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

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

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(Cont'd.)**

Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

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 DCS.

NOTE: Refer also to Policy #8271 – [The Children’s Internet Protection Act: Internet Content Filtering/Safety Policy.](#)

Marlboro Central School District

User Agreement and Waiver Form

Please print:

User/Account Holder Name: _____

School: _____

Grade/Position: _____

I have read and understand the Marlboro Staff use of Computerized Information regarding Internet/Computer use of district-sponsored account. I agree to abide by its provisions.

I understand that in-school access to the Internet is designed solely for educational purposes. The use of school computers, software, network resources and/or the Internet for non-educational purposes such as for profit activity, personal business or illegal activity is prohibited. I also understand that a variety of inappropriate and offensive materials are available over the Internet, and it may be possible for me to access these materials inadvertently. I agree to act responsibly and to refrain from viewing inappropriate and/or offensive materials. I further understand that it is possible for undesirable or ill-intended individuals to communicate with me over the Internet and that there is no practical way for the Marlboro School District to prevent this from happening. I agree to take responsibility for avoiding such individuals and to report any such attempts at communicating with me. I acknowledge that in the course of using the Internet, there may occur interruptions in service beyond the control of the District, which may result in the loss of data, information or files. The District disclaims any and all responsibility for loss of data, information or files, caused by such service interruptions. I shall not use the Internet for any purpose that would violate any District policy and/or regulations, or that would violate any State or Federal law or regulation.

I understand that I have no right to privacy when I use the Marlboro School District's computer network and the Internet, including e-mail. I authorize the Marlboro School District staff to monitor any communications to or from me on the Marlboro School District Internet. I have determined that the benefits of having in-school access to the Internet outweigh the potential risks, and I will not hold the Marlboro School District as the Internet Access Provider, responsible for material acquired or contacts made on the Marlboro School District network or the Internet.

I further understand that any violation of the provisions in this Policy may result in suspension or revocation of my systems access and related privileges, other disciplinary action, and possible legal action.

Account Holder/User

Signature: _____

Date: _____

Marlboro Central School District

Acknowledgement by Employee

Sign –Off

I am in receipt of the Annual Policy Notice for Employees of the Marlboro Central School District Handbook. I understand that I am responsible for reading and understanding the policies and practices described. I understand that this policy handbook is not a contract of employment and that nothing in this manual conveys any right to continued employment.

I agree to abide by the policies and practices contained herein. I understand and accept that the contents of the handbook may change from time to time due to revision and/or change in policy or changes which are mandated by legislation. I understand that it may not be possible at times to be informed of such changes, and that precedence will be given to the most current information over that which may be in this handbook and out of date.

If I have questions regarding the contents of this handbook, I will contact the Central Office for any interpretations I may need.

Employees Signature

Date

Please Print Name

Date

Personnel Department

Date