

Close **Send Policy To..**

Category: 6000 Personnel

Policy: 6370

Type: P

Title: **Staff Use of Computerized Information Resources****6370 P**

Adopted: Last Revised:

01/01/96

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Purpose

Access to computers and the Internet will enable staff to explore thousands of libraries, databases, and electronic bulletin boards and exchange messages with Internet users throughout the world. The district network is provided for staff to conduct research, prepare and grade classroom materials, and communicate with others in support of their job tasks. Access to network services is given to staff who agree to act in a considerate and responsible manner. This access is a privilege, not a right, and entails responsibility.

Access to Internet

All staff will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network and will sign a "Staff Computerized Information Resources User Agreement" acknowledging receipt of Cortland Schools' Computerized Information Resources policy and agreeing to comply with its terms. (See attached.) For existing staff, this procedure will be carried out by each building. For new staff hired, this procedure will be part of the district's orientation program for new staff members.

Internet Rules

The network is provided for staff to conduct research, prepare and grade classroom materials, and communicate with others in support of their job tasks. Access is a privilege, not a right, and therefore entails responsibility. Users of the district computer networks are responsible for their behavior and communications over those networks.

Network storage areas are school property and as such are subject to manipulation and review by school officials to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

It shall be considered a violation of this regulation for a user of the district's computer networks and/or the Internet to:

- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Use another's password
- Trespass in another's folders, work or files

- Intentionally waste limited resources
- Employ the network for commercial purposes
- Request unnecessary and lengthy material that ties up system resources
- Attempt to circumvent any computer security measures imposed by the District or non-District organizations on the Internet

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Personnel

Subject: Staff Use of Computerized Information Resources (cont'd)

Consequences for Violating Policy and/or Regulation

Disciplinary action for violating this regulation and/or its associated policy may include any or all of the following, where the Superintendent or his designee deems it appropriate:

1. Loss of access (temporary or long term)
2. Additional disciplinary action as provided by law and/or collective bargaining agreement
3. Law enforcement agency involvement

Individual users of the district computer networks are responsible for their behavior and communications over district networks. The district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. However, network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.