

District Policy

4321- ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS

Section: Support Staff
Date Created: July, 2007
Date Edited: January, 2015

Pleasantville Public Schools is providing computer network, Internet access and other technologies for its employees. These services allow employees to share information, learn new concepts, research diverse subjects, and create and maintain school- based websites.

The district has adopted this Acceptable Use Policy to set guidelines for access to the technologies provided by the district. Every employee who wants access to technologies is required to sign and submit the policy agreement to the district. By signing the agreement to the policy, the employee agrees to follow the rules set forth in this policy and to report any misuse of the technologies to a supervisor. Parties agreeing to this policy also understand the district may revise the Acceptable Use Policy, as it deems necessary. The district will provide notice of any changes either by posting such a revised version of the policy or by providing written notice to the employees.

To obtain access to technologies employees of the district must follow all policy procedures developed by the district. Access to district technologies is a privilege not a right. A signed Acceptable Use Policy Agreement must accompany any request to activate a Pleasantville Public Schools District's User Account, which provides district e-mail, network, and Internet access. The employee is required to change the password the first time he or she uses the account and periodically thereafter.

The account may only be used during the time the user is an employee of the district. Anyone who receives an account is responsible for making sure it is used properly.

Acceptable Uses of the Computer Network, Internet and Other Technologies

The account provided by the district should be used only for educational or professional purposes. Employees may use the technologies for personal use only if such use is incidental and occurs during their duty-free time.

1. Employees are encouraged to use district technologies, which contain computer software programs, databases, pupil work and access to the Internet.
2. The district's technology department reserves the right to monitor all activity on the district's technologies. Using the computer for non-educational activities should be limited to personal time only and within the guidelines of this policy.

3. The district's technology department reserves the right to set quotas for disk storage on the system in order to ensure efficient operation of the network. The district's technology department may delete files or data that may be taking up extensive storage space. Users should check their personal files and e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space.
4. The use of personal technology equipment is prohibited. This includes but is not limited to personal computer equipment, VCR and DVD players. The use of computer CDs/DVDs and videocassettes should be for curriculum related units only.
5. Electronic (e-mail) and/or instant messages may be inspected for content and use and should not be considered as private. This inspection by the district technology department may be done without consent of the sender or identifiable recipient. This may be done to comply with the law and/or policies of the district or to investigate complaints concerning e-mail that may contain inappropriate or illegal material. The district technology department will cooperate fully with local, State or federal officials in any investigation concerning any e-mail transmitted on the district network. E-mail access is limited to Pleasantville Public Schools District's Accounts only.
6. All users of the district's technologies must not engage in chat room activity.
7. Copyrighted materials must not be placed on any system connected to the network without the author's permission. Users, for their own use, may review copyrighted materials. Users will adhere to all software copyright and licensing laws.
8. Users' participation in any activities deemed offensive or illegal is prohibited. These activities include but are not limited to: hacking, purchasing illegal substances, pornography, gambling, terrorist threats, slander, obscenities, hate crimes or entering any site without the consent of the instructor. Displaying or printing material containing objectionable language or images is strictly prohibited.
9. Misuse or damaging of any computer, computer system, computer network, technologies or similar school property is prohibited. No user may install, upload or download software without the consent of the district technology department. Downloading of screensavers is prohibited. Any attempts to purposely disrupt the district's computer system performance or alter/destroy data by spreading computer viruses that can damage computer files, systems, servers or network systems, is prohibited.
10. Any attempt to log in using another user's account or password is prohibited. Users should not let others know their password. If a user has reason to believe that his or her password has been compromised, he or she should notify the building technology coordinator. A user is required to change his or her password the first time he or she uses the account and routinely thereafter.
11. Posting on any district web page or E-board will be for educational, non-commercial use only.

12. Security on the district's technologies is a high priority. Account users will abide by all district security policies. If a user suspects a potential security risk, he or she should report the incident.
13. A user shall not respond to any unsolicited contact or attempt to access personal information from unknown sources.
14. The use of the district's technologies to play games should be limited to educational purposes.
15. The district has made every effort through filtering devices to eliminate inappropriate material, language and pictures. No filtering device is one hundred percent effective. If offensive materials slip past the filtering device, the user should report this occurrence to a building administrator or building technology coordinator.
16. Violation as identified in this policy shall also include attempts by staff members to conduct activities prohibited by this policy.
17. Any violations of the conditions of this policy may result in penalties that include, but are not limited to:
 - Verbal or written warning.
 - Loss of computer privileges.
 - Suspension.
 - Restitution.
 - Expulsion.
 - Notification of local, State or federal authorities.
 - Termination.

N.J.S.A. 2A:38A-3

Adopted: 10 July 2007

Revised: 19 December 2014

Revised: 06 January 2015



Pleasantville Public Schools
Technology Department

Staff Acceptable Use Policy Signature Page

I have read and understand the Acceptable Use Policy, including the consequences of violations listed, and agree to abide by these policies. If I have questions, they will be discussed with my building administrator(s) and, if required, will be reported to the Technology Department for further review.

I understand that any violation of these policies could result in loss of access, personal payment of any fees incurred, and possible prosecution. As with other Pleasantville School District policies, any personnel whose conduct violates this policy will be subject to the Pleasantville School District's disciplinary measures, up to and including termination.

Name: _____

Address: _____

Phone: _____

School: _____

Grade Level(s)/Department: _____

Signature of Staff Member _____

Date: _____