

SUBJECT: DISTRICT COMPUTER SYSTEM (DCS) ACCEPTABLE USE POLICY

Overview

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Goshen Central School District in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

Goshen Central School District provides computer devices, networks, and other electronic information systems to meet the District's mission, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with district policies and protects the district against liability.

Scope

All faculty, staff, students, contractors, consultants, temporary and other workers at Goshen Central School District, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by Goshen Central School District, or to devices that connect to a Goshen Central School District network or reside on a Goshen Central School District site.

Policy Statement

General Requirements

- All users are responsible for exercising good judgment regarding appropriate use of Goshen Central School District resources in accordance with District policies, standards, and guidelines. District resources may not be used for any unlawful or prohibited purpose.
- For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, network traffic and data files stored on information assets owned, leased or residing by/at Goshen Central School District. Devices that interfere with other devices or users on the District network may be disconnected **without notice**. District Administration prohibits actively blocking authorized audit scans.

System Accounts

- All users are responsible for the security of data, accounts, network resources and systems under his/her control. Passwords **must be kept** secure and not shared account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

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- All users must ensure through legal or technical means that proprietary information remains within the control of Goshen Central School District at all times **and is not disclosed to any third party**. Conducting Goshen Central School District business that results in the storage of proprietary information on personal or non-District controlled environments, including devices maintained by a third party with whom the District does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by the District, or its customer and partners, for district business.

Computing Assets

- Users are responsible for ensuring the protection of assigned Goshen Central School District assets. Laptops left at the District overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of District assets to Building Administration.
- All PCs, PDAs, laptops, and workstation screens must be locked or logged off of when the device is unattended.
- Users must not interfere with District device management or security system software, including, but not limited to, anti-virus applications, content filters, computer desktop management system, computer power management utilities, etc.

District Computer System (DCS) Prohibitions**Users must not:**

- Use the DCS in any way that results in unauthorized charges or expense to the District.
- Damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- Use and/or install unauthorized software on the DCS.
- Change, copy, rename, delete, read or otherwise access files or software not created by the staff member without express permission from the creator or authorized personnel.
- Violate copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.

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- Employ the DCS for commercial purposes, product advertisement or political lobbying.
- Disclose an individual password to others or use others' passwords.
- Share confidential information on students and employees without specific prior authorization.
- Send or display offensive messages or pictures.
- Use obscene language.
- Harass, insult, bully, threaten or attack others.
- Intentionally introduce malicious codes, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, malware and keyloggers.
- Cause a security breach to either Goshen Central School District or other network resources, including, but not limited to, accessing data, servers, or accounts to which the user is not authorized; circumventing user authentication on any device; or sniffing (decoding/analyzing) network traffic.
- Use the DCS for other than school-related work or activities.
- Assist a student to violate District policy and/or regulation, or fail to report knowledge of any student violations of the District's policy and regulation on student use of computerized information resources.
- Use the DCS in any manner which violates any aspect of Goshen Central School District policy and/or regulations, as well as local, state or federal laws or regulations.

Any user of the DCS that accesses another network or other computer resources shall be subject to that network's acceptable use policy.

Electronic Communications

The following are strictly prohibited:

- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates District policies against harassment, discrimination, or the safeguarding of confidential or proprietary information.

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- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- Using a Goshen Central School District e-mail or IP address to engage in conduct that violates District policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a District e-mail or IP address or represents the District to the public. Users must exercise good judgment to avoid misrepresenting or exceeding their authority in representing the opinion of the District.

Monitoring

The District reserves the right to restrict or terminate information network access at any time for any reason. The District further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the network and to monitor acceptable use. No user should expect privacy in his/her use of the DCS

Enforcement

An employee determined to have violated this policy may have his/her access rights suspended or revoked and/or be subject to disciplinary action, in accordance with law and applicable collectively negotiated agreement, up to and including termination of employment. A student determined to have violated this policy may have his/her access rights suspended or revoked and/or be subject to disciplinary action in accordance with the District Code of Conduct, up to and including suspension from school. A violation of this policy by a temporary worker, contractor, vendor or other third party may result in the termination of their contract or assignment with Goshen Central School District. Any violation that constitutes a violation of law may also result in legal action against the individual.

References

- Student Use of Computerized Information Resources GCSD Policy 7324
- Staff Use of Computerized Information Resources GCSD Policy 6470
- Use of School Owned Materials and Equipment GCSD Policy 3281
- Children's Internet Protection Act: Internet Content Filtering Safety Policy 8271
- Use of Copyrighted Materials Policy (# 8350)

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Adopted: 05/03/11