

NON-INSTRUCTIONAL OPERATIONS

Equipment

Staff Telecommunications Acceptable Use Policy

It is the policy of the Somers Public Schools to maintain an environment that promotes ethical and responsible conduct in all Internet and online network activities by staff and students. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules and policies of the Somers Public Schools.

The use of Somers Public Schools computer equipment, Internet accounts, and commercial online accounts must support educational research and must be consistent with the objectives and goals of the Somers Public Schools. Any material transmitted must meet federal, state, local, and district regulations including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities, product advertisement, or political lobbying is prohibited if not related to the educational process or educational issues unless approved by administration. Any viewing or dissemination of objectionable materials from any source into the system is strictly prohibited.

The Board of Education has the right to monitor computer usage by electronic means. ~~Staff and students will be given proper notice of the monitoring.~~ A statement notifying staff and students will be attached or included in the telecommunications form required of all users. Other forms of notification will also be used including but not limited to school handbooks, student handbooks, employment policies, postings at computer labs.

Special Staff Responsibilities

1. All staff must agree to sign the Somers Public Schools Telecommunications Acceptable Use Policy Agreement for use of the telecommunications services and equipment provided by the Somers Public Schools.
2. ~~The Somers Public Schools recognize that technology is a tool for lifelong learning and that staff that use technology for personal purposes are more likely to incorporate technology into their lessons. As such, staff members of the Somers Public Schools are encouraged to use the technology equipment and services for personal use provided the following guidelines are adhered to:~~
 - ~~• All personal use is for legal and ethical purposes;~~
 - ~~• Personal use does not include political, business, or "for profit" use;~~
 - ~~• Personal use of equipment and services does not in any way lessen the availability of equipment or services for student or staff academic use.~~

3. Direct supervision of students using the Internet is the responsibility of the staff member supervising the students at that time. Staff should plan and coordinate Internet use for academic purposes in ways that closely guide students.
4. Staff participation in on-line chat sessions, while using school equipment or services, is to be for academic purposes only.
5. Users may not violate the rules of common sense or "netiquette". They are expected to abide by the generally accepted rules of network etiquette: be polite; do not use vulgar or obscene language; do not reveal your address or phone number or those of others; do not disrupt the network or the data of others.

Cross Reference: DBS Code: [6141.32](#) - Curriculum - Computer Usage

DBS Code: [6141.321](#) - Instruction - Student Telecommunications

Acceptable Use Policy

Adopted: March 17, 1997

Revised: November 3, 1997

October 25, 1999

September 11, 2000

July 9, 2009

May 24, 2021

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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Equipment

Staff Telecommunications Acceptable Use Policy

SOMERS PUBLIC SCHOOLS

Staff Telecommunications Acceptable Use Policy

I have read and understand both the Student Telecommunications Acceptable Use Policy and the Staff Telecommunications Acceptable Use Policy

Employee Signature: _____ Date: _____

Use of computer resources and facilities owned by or under the supervision of the Somers Public Schools are governed by the Policy on Computer Use (DBS Code: 6141.32, adopted 10/11/95).

Adopted: March 17, 1997

Reviewed: October 12, 2000

July 12, 2001

November 4, 2002