

# POLICY

Personnel 1997

BOE Policy #6160

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## 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, on-line services and the Internet.

The Board encourages staff to make use of the DCS for instructional purposes; to explore educational topics, conduct research, 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 telecommunications 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 access 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.

Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The District 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:** The Board of Education directs the Superintendent or his/her designee to develop administrative regulations 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.

Adopted May 14, 1997

Revised November 19, 1997

**BLOOMFIELD CENTRAL SCHOOL**

**STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

**ACKNOWLEDGEMENT OF RECEIPT OF POLICY & REGULATION**

Employee Name \_\_\_\_\_

Position \_\_\_\_\_

Building \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge that I have received and read a copy of the Bloomfield School District's Policy, entitled "Staff Use of Computerized Information Resources" (Policy #6160), and its associated administrative regulation (Regulation #6160).

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

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**OFFICE USE ONLY**

Date Received and Filed \_\_\_\_\_

Received by \_\_\_\_\_