

Monroe 2-Orleans BOCES Policy

Series 5000 – Personnel

Policy #5260 – STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board will provide staff with access to various computerized information resources through BOCES Computer System (hereinafter referred to as, “BCS”) consisting of software, hardware, computer networks, electronic communication systems, electronic mail, so-called "on-line services," "Internet," portable computing devices, portable media, and removable media devices. It may also include the opportunity for some staff to have independent access to the BCS from their home or other remote locations. All use of the BCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the BCS to explore educational topics, conduct research and contact others in the educational world. The BOCES 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 District Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the BCS.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the BCS. Employees are expected to communicate in a professional manner consistent with applicable BOCES policies and regulations governing the behavior of school staff. The BCS, including electronic mail, portable media, removable media, and portable computing devices, 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 BCS; 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.

BOCES 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 BCS 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 BOCES.

Privacy Rights

Staff data files, electronic storage areas, and all aspects of the BCS shall remain BOCES property, subject to BOCES control and inspection. A staff member designated by the District Superintendent 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 on the BCS will be private.

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Implementation

Administrative regulations will be developed 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 BCS.

Adopted: 7/13/1999

Revised: 5/13/2009

Revised: 10/19/2011

Revised: 9/17/2014

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