

Superintendent's Regulation 4526-R

ACCEPTABLE USE OF THE DISTRICT NETWORK

AKG

Approved Upon Superintendent's Initials

6-28-19

Date

I. Purpose

This Regulation sets forth the standards and expectations governing use of the District's Network by all Rochester City School District ("District") Board members, employees, students, consultants, partners, and guests.

II. General

- A. Access to the District digital network and to the Internet enables explorations of thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects you to blend thoughtful use of the District network and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the District.
- B. If you are supervising students using technology, be vigilant in order to ensure students are meeting the provisions outlined in the Student Acceptable Use Policy
- C. Users may only access information and/or computer systems to which they are authorized and that they need for their assignments and responsibilities
- D. Any assigned digital equipment must be maintained in accordance with the Equipment Security and Management regulation 1930-R
- E. The use of the school district system and access to use of the Internet is a privilege, not a right. Violations of this privilege, may result in disciplinary action.

III. Employee Responsibility

A. Digital Citizenship

1. All employees are responsible for modeling and actively practicing positive digital citizenship
2. What employees do and post online must not disrupt school activities or compromise school safety and security
3. Employees using classroom technology are explicitly required to teach students about positive digital citizenship.

B. Privacy

1. The School District's computer resources, including all telephone and data lines, are the property of the School District.
2. The School District reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the School District's computer resources. There is no guarantee of privacy associated with an individual's use of the School District's computer resources.

3. Users should not expect that email, voice mail or other information created or maintained in the system (even those marked “personal” or “confidential”) are private, confidential or secure.

C. Passwords

1. Under no circumstances are you to allow your District username and/or password to be used by others including other District staff and students.
2. Employees must follow the District Computer Password regulation 1940-R when creating and protecting a new password.

D. Professional Language

1. Employees are responsible for using professional and appropriate language for all work related communications including email, social media, etc.

E. Cyberbullying

1. Bullying in any form, including cyberbullying, is unacceptable both in and out of school.
2. Report all cases of bullying to the appropriate administrator or authority.

F. Inappropriate Material

1. Do not seek out, display or circulate material that is hate speech, sexually explicit, or violent while on school property, using District equipment, or using the District network.
2. The use of the District Network for illegal, political, or commercial purposes is strictly forbidden

G. Security

1. Ensure your computer is locked should you be away from your machine to prevent unauthorized use or access to any data or District system.
2. Do not install or use illegal software or files, including unauthorized software or apps, on any District computers, tablets, smartphones, or new technologies.

H. Copyright

1. You should not engage in copyright infringement
2. You should make it a standard practice of requesting permission prior to using copyrighted material.