

# Regulation

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PERSONNEL

6460.1

## STAFF USE OF ELECTRONIC COMMUNICATION RESOURCES

### **I. Purpose**

- A. Use of email and other types of electronic communication resources by employees of the Utica City School District is permitted and encouraged where such use supports the goals and objectives set forth by the district's mission statements. The District Mission statement can be found on the District's webpage at [www.uticacsd.org](http://www.uticacsd.org).
- B. This regulation supplements the Staff Use of Computerized Information Resources (*BOE Policy 6460*) serves to provide additional reference on issues of appropriate use, privacy, and access of electronic mail. This policy will apply to all Utica School District's electronic communication services, including stored files, herein referred to as "e-mail". Such services include but are not limited to e-mail, instant messaging, voice-mail, bulletin boards, group documents and chat rooms operated by the district and any district approved agents.

### **II. Scope**

- A. This policy does not attempt to articulate all required and/or acceptable uses of any e-mail sent from a Utica City School District communication resources.
- B. This policy does apply to all employees, vendors, and agents operating on behalf of the Utica City School District to ensure that they:
  - use email for district business only
  - comply with current legislation
  - use email in an acceptable way
  - do not create unnecessary risk to the district by their misuse of the internet

### **III. Unacceptable Use**

- A. "Unacceptable" use is defined generally as activities using the Utica City School District's hardware, software, or networks at any time that does not conform to the purpose, goals, and mission of the district and to each user's job duties and responsibilities.
- B. The following list, although not inclusive, provides some examples of unacceptable uses:

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- use of district communications resources to set up personal businesses, advertise for services, or send chain letters
- forwarding of district confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment (*See BOE Policy 3420: Anti-Harassment in the School District*).
- accessing copyrighted information in a way that violates the copyright
- breaking into the district's or another organization's system or unauthorized use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- recklessly introducing any form of computer virus or malware into the corporate network
- attaching or sending any type of illegal music files, videos, or software

#### **IV. Monitoring**

- A. The Utica City School District's computer system (DCS hereafter) is built and maintained with public funds, to serve the educational mission of district. It is presumed that information exchanged over, or stored on, the DCS is information related to this mission.
- District management has a responsibility to insure that the DCS is used only in a manner consistent with this Policy and with the educational mission of Utica City School District. Therefore, the Utica City School District reserves the right to examine information stored on or exchanged over the DCS. ***Users of the DCS should not expect that information they store on or exchange over the DCS – including e-mail - will be private.***

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- Users of the DCS are reminded that information stored on that network may be disclosed to the public in response to a request under the Freedom of Information Law.
- The Superintendent shall insure that users of the District's computer network have notice of this Acceptable Use Policy and the non-private nature of information stored on or exchanged across the computer network, through such means as log-on screen messages, in-service training, and internal communications.

#### **V. Retention**

The District is required to archive certain categories of information for periods of time established by the Commissioner of Education in the ED-1 schedule, and it periodically examines electronic records for that purpose. Originators and recipients of emails are responsible for identifying and saving documents. Any emails that fall within the scope of any business record retention regulations and contractual terms should be treated consistently with those requirements. District servers are configured with reasonable quotas for e mail storage, and no email will be systematically archived.

#### **VI. Sanctions**

Where it is believed that an employee has failed to comply with this policy, that employee will face the district's disciplinary procedure. If the employee is found to have breached the policy, he/she will face disciplinary actions within the appropriate collective bargaining agreement, civil service or education law provision or school board policy. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

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Utica City School District

Adopted: 10/05/10