

**TECHNOLOGY ACCEPTABLE USE POLICY**  
*For Employees and Volunteers*

The use of the Patchogue-Medford School District's Technology is a privilege. It is expected that all individuals utilizing District provided Technologies will undertake responsibility for their actions and words and respect the rights and privileges of others. Users need to familiarize themselves with contents of this policy in order to ensure safe and educationally sound use of the District's Technology.

I. Personal Safety

Individuals utilizing Patchogue-Medford Technology are to exercise caution at all times. The following will assist:

- A. Do not post personal contact information (e.g., address, telephone number, etc.) about yourself or any other person.
- B. Do not sign up or enter into any agreement with a third party vendor without the approval of the Technology Department.
- C. Use caution when utilizing technologies that are connected to the internet. Beware of attachments, senders, and websites you may visit.

II. System Security

For security reasons, individuals utilizing Patchogue-Medford Technologies are to demonstrate responsible use at all times. The following will assist:

- A. Be responsible for your individual account and take all reasonable precautions to prevent others from being able to access your account. Under no condition should you provide access to your account to any other person. Refer to Board Policy 3803
- B. Should you see a security concern, immediately notify the Technology Department or supervisor.
- C. Personal devices should not be brought into the District. This includes but is not limited to: printers, laptops, desktops, tablets, iPads, routers, switches, or cameras.
- D. Do not intentionally try to circumvent District security or filtering. This includes bringing in your own routers, switches, wireless routers, and or the installation of software on District devices to allow unfiltered access to the internet.

III. Legal Activities

Individuals utilizing Patchogue-Medford Technology are to adhere to the following:

- A. Do not attempt to gain unauthorized access to any computer system or go beyond the authorized access by entering another person's ID or accessing another person's files.

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- B. Do not deliberately attempt to disrupt District Technology or destroy data by spreading computer viruses or by any other means.
- C. Do not use the District computer systems to engage in any illegal act.

IV. Inappropriate Language

Individuals utilizing District Technology will conduct themselves in the same manner as expected within the school itself. For example:

- A. Appropriate language is to be used at all times. As within the school itself, obscene, profane, inflammatory, and/or threatening language is not to be used at any time.
- B. Do not post information that could cause danger or disruption.
- C. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

V. Respect for Privacy

- A. Do not post private information. Refer to the guidelines set forth in Board Policy 4430.

VI. Respecting Resource Limits

The District network is a limited resource. Activity unrelated to the District on the network may cause unintentional problems such as system slowdown, stoppage, or “crashes.” Consequently, users are to adhere to the following:

- A. Use the system for educational and career development activities only. There is no limit on use for education and career development activities.
- B. Keep your personal files separate from District Technology
- C. Utilize District provided resources for movies, documentaries, and audio recordings which are to be used for instructional use.

VII. Plagiarism and Copyright Infringement

Individuals utilizing District Technology are to adhere to the following:

- A. Do not plagiarize work found on the Internet. Plagiarism is the piracy of ideas or writings of others.
- B. Respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate reproduction of that work, the expressed requirements are to be followed. If unsure, permission from the copyright owner is required. Direct any questions regarding copyright requirements to a supervisor.
- C. Copyright violations may occur in all forms text, video, and audio.

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D. Personal subscriptions to services do not always grant you the ability to share with audiences larger than yourself.

VIII. Inappropriate Access to Material

A. Do not use Patchogue Medford Technology to access material that is illegal, profane, or obscene or that advocates illegal acts of violence or discrimination toward other people.

B. If you mistakenly access inappropriate information, you should immediately contact the Technology Department. This will protect you against a claim of intentional violation of this policy.

IX. Software and Online Applications

A. All software and online applications must be approved by the District before they can be used.

B. Any software or online application that requires personal identifiable information or the creation of a username and password cannot be configured or setup without the approval of the Technology Department and Data Privacy Officer.

C. Teachers may not enter into an agreement for software or online applications without written approval from the Technology Department, Data Privacy Officer, or Superintendent of Schools.

D. Employees are responsible for securing and monitoring how they share files when using district approved remote file storage.

E. Employees should not save or share files that contain Personally Identifiable Information in any application that is not approved by the District.

X. Your Rights

A. Search and Seizure

1. You should be aware that the contents of your personal files on the District system may be monitored if a policy or legal infraction is suspected. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy and/or have engaged in illegal activity on the District's system. An individual search will be conducted if there is reasonable suspicion that you have violated this policy. The investigation will be reasonable and related to the suspected violation.

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B. Due Process

1. In the event of a claim that a violation of this policy has occurred, an investigation will be conducted and appropriate disciplinary action will be taken, if necessary. Depending on the result of this investigation, additional restrictions may be placed on an individual's use of the District's Internet connection. The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the District computer system.

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The District makes no guarantee that the functions or the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage suffered including, but not limited to, loss of data or interruptions of the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. The Patchogue-Medford School District reserves the right to access all network activity logs including but not limited to access of laptops, desktops, OneDrive Data and other District owned devices or resources.

**Employee User (Administrator, Teacher, Staff):**

I have read and understand the District's Technology Acceptable Use Policy.

Employee's Name (Please Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Users (Volunteers, Parents, etc.):**

I understand and will abide by the District's Technology Acceptable Use Policy.

User Name (Please Print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Digital acceptance required.)

Policy Adopted:  
 September 24, 2001  
 Policy Revised:  
 April 15, 2013  
 Policy Revised:  
 February 26, 2018  
 Policy Revised:  
 June 29, 2020  
 Policy Revised:  
 June 28, 2021  
 Policy Revised:  
 May 23, 2022

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Policy Reviewed:  
December 19, 2022

**Administrative Regulations**

**TECHNOLOGY ACCEPTABLE USE POLICY**

***For Employees (Administrators, Teachers, Staff) and Volunteers (Parents, etc.)***

1. All employees and other network users must accept the revised Technology Acceptable Use Policy adopted by the Board of Education on May 23, 2022.
2. At time of employment users will sign the Technology Acceptable Use Policy. Employees are expected to review and understand updates to this policy as they are instituted.
3. The Human Resources office will require all new employees to review and sign said form prior to Board appointment.
4. Volunteers and Parents are not provided access to District Technology.

Regulations Adopted:  
September 24, 2001  
Regulations Revised:  
June 28, 2021  
Regulations Revised:  
December 19, 2022