

## **SUBJECT: BOCES PERSONNEL USE OF COMPUTERIZED INFORMATION RESOURCES**

The Board of Cooperative Educational Services will provide BOCES employees and Board Members with access to various technology resources through its Instructional Technology Services division (ITS hereafter). Technology resources include software, hardware, and communication networks. This may include access to electronic mail, and the "Internet." It may also include the opportunity for some BOCES employees to have independent access to the ITS from remote locations. All use of the ITS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The St. Lawrence-Lewis BOCES provides technology resources to BOCES employees for educational and administrative purposes. The Board anticipates that employee 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 employees with training in the proper and effective use of the ITS.

BOCES employee use of the ITS is conditioned upon agreement (written or electronic) by the employee that use of the ITS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the ITS. All such agreements shall be kept on file.

Generally, the same standards of acceptable BOCES employee conduct which apply to any aspect of job performance shall apply to use of the ITS. Employees are expected to communicate in a professional manner consistent with applicable BOCES policies and regulations governing the behavior of school staff. Technology resources are not to be utilized to disclose confidential information about students or other employees to unauthorized persons.

This policy does not attempt to articulate all required and/or acceptable uses of the ITS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate BOCES employee conduct and use as well as proscribed behavior.

BOCES employees shall adhere to the laws, policies and rules governing technology resources including, but not limited to, Children's Internet Protection Act, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

BOCES employees who engage in unacceptable use may lose access to the ITS and may be subject to further discipline under the law and in accordance with applicable conditions of employment. Legal action may be initiated against employees who willfully, maliciously or unlawfully damages or destroys property of the BOCES.

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## **SUBJECT: BOCES PERSONNEL USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)**

### **Social Media Use by BOCES Personnel**

The BOCES recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The BOCES also realizes its obligations to teach responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board encourages the use of BOCES approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services.

For purposes of this Policy, the definition of **BOCES media networks or Social Networking Sites (SNS)** are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the BOCES community which do not fall within the BOCES electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Flickr, blog sites, etc.). The definition of **BOCES approved password-protected social media tools** are those that fall within the BOCES electronic technology network or which the BOCES has approved for educational use. Within these internal forums, the BOCES has greater authority and ability to protect minors from inappropriate content and can limit public access within these internal forums.

The use of social media (whether public or internal) can generally be defined as Official BOCES Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. The BOCES takes no position on an employee's decision to participate in the use of social media or SNS for personal use on personal time. However, personal use of these media during BOCES time or on BOCES-owned equipment is allowed on a limited basis providing it does not interfere with instruction or other job duties. In addition, employees are encouraged to maintain the highest levels of professionalism. They have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable BOCES Policies and Regulations.

### **Privacy Rights**

BOCES employee email files and electronic storage media shall remain BOCES property, subject to BOCES control and inspection, at its discretion. The District Superintendent or his/her designee may access all such files and communications without prior notice to ensure system integrity and to ensure that users are complying with requirements of this policy and accompanying regulations. BOCES employees should **NOT** expect that information stored in any manner on BOCES electronic media will be private.

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### **Implementation**

Administrative regulations, 5260R, implements the terms of this policy, addressing parameters of acceptable conduct as well as prohibited activities so as to provide appropriate guidelines for BOCES personnel use of the ITS.

NOTE: Refer to Policy #[7251 - Children's Internet Protection Act: Internet Content Filtering/Safety Policy](#)

Refer to Regulation 5260R – BOCES Personnel Use of Computerized Information Resources

Adopted: 7/10/02  
Revised: 5/12/11  
Revised: 8/9/12