

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

**STAFF TECHNOLOGY USE – COMPUTER SOFTWARE, EMAIL, NETWORK, AND THE INTERNET
AGREEMENT, ETIQUETTE, AND GUIDELINES**

COMPUTER SOFTWARE, NETWORK, AND INTERNET USE

WSWHE BOCES provides many technology resources for use by staff and students. All of these resources are intended for use as it relates to achievement of the BOCES mission and goals. It is essential that BOCES staff utilize technology to best improve the achievement of BOCES students and to assure that the agency runs as effectively and efficiently as possible.

WSWHE BOCES staff is to comply with all restrictions and guidelines detailed in **ADMINISTRATIVE REGULATION 7090 - CLASSROOM TECHNOLOGY USAGE - INTERNET ACCEPTABLE USE, SOFTWARE LICENSING, AND GUIDELINES**. General guidelines regarding this regulation are presented below:

- Only properly licensed and documented software may be installed on BOCES computers. Software may be installed on BOCES computers provided proper administrative approval, licensing, and documentation are complete.
- The BOCES network may be used for educational purposes only, including school business. The BOCES network is not intended for access to or sharing of inappropriate files or information.
- Internet access is provided at all BOCES facilities for use by staff and students. Inappropriate use of the Internet will be dealt with according to the procedure of due process.

BOCES EMAIL

The purpose of providing server-based email to WSWHE BOCES employees is to facilitate and enhance communication and the exchange of information among teachers, administrators, and other staff, as well as community members, businesses, and vendors.

- This regulation establishes the WSWHE BOCES official position with regard to access to and disclosure of email messages sent or received by WSWHE BOCES employees.
- Any person who uses a WSWHE BOCES email account consents to all of the provisions of this regulation and agrees to comply with all of its terms and conditions.
- Any user of the WSWHE BOCES email system, whose actions violate this agreement, or any other WSWHE BOCES policy or regulation as it relates to electronic communication, may be subject to limitations or elimination of electronic mail privileges as well as other disciplinary actions.
- BOCES email is generally not provided to students unless specifically requested by a supervisor.

ACCESS

WSWHE BOCES email accounts are accessible from workstations connected to the WSWHE BOCES district area network, and from any Internet-connected computer that complies with minimum software specifications.

This provides a reliable and easily accessible communications link between BOCES email users and their necessary school business contacts both national and international.

PRIVACY

Each user of the WSWHE BOCES email system is allowed a single username and password. Each email user should keep their password secure and confidential.

- It is recommended that users create a password of eight (8) characters, a combination of numbers, letters and symbols, and change this password if there is suspicion that it is no longer confidential.
- All email communication and data transferred via the WSWHE BOCES email server is property of WSWHE BOCES.
- WSWHE BOCES is not a publisher of the material that becomes the subject of electronic mail messages and cannot guarantee the privacy or confidentiality of any email message or document.
- WSWHE BOCES administration and technical staff does reserve the right to inspect, copy, store, and disclose the contents of email messages at any time.
- WSWHE BOCES administration and technical staff will examine a user's electronic mail only when it is appropriate to prevent or correct improper use, or to satisfy a legal obligation.

ALLOWABLE USE

WSWHE BOCES provides this electronic mail service to support instruction, administration, research, and a community connection. In general, use of WSWHE BOCES electronic mail services is governed by policies and regulations that apply to the use of all BOCES services and facilities. Use of WSWHE BOCES electronic mail is encouraged for educational and work related purposes and research consistent with the BOCES mission and goals, and is allowable for the following:

- Intra-BOCES business – Information passed from one BOCES employee to another with work-related content. This includes memos from administration, requests from staff, and communication between faculty members or other staff members to ease or expedite the transfer of information.
- Community and business communication – Information and communication between BOCES staff and local community members and/or product vendors, regarding BOCES business issues. This also can include communication between BOCES staff and parents and students.
- Educational organizations – Information, forms, and correspondence from organizations including, but not limited to: New York State Education Department, New York State School Boards Association, and the US Department of Education.
- Professional information – Newsletters, List-servs, and other forms of information gathering for the purpose of professional development.
- These instances are not the only possible appropriate uses, however they are generally accepted usage practices.

IMPROPER USE

All staff must send or receive electronic mail messages that are consistent with the educational and business uses for which the technology has been provided. Improper use of a WSWHE BOCES email account may result in suspension or discontinuation of that account, as well as possible disciplinary action. Incidents of improper use include, but are not limited to:

- Forged mail – falsifying the originator of an electronic mail message or attempting to send an anonymous message. This includes concealment or misrepresentation of names or affiliations, and alteration of source or destination addresses in email messages.
- Harassment – using BOCES electronic mail to receive, transmit, or make available to others messages that are racist, sexist, or discriminate on the basis of religion, or are otherwise harassing or threatening to others.
- Pornography – using BOCES electronic mail to receive, transmit, or make available to others messages or material that are offensive or sexually explicit in nature.

- Inappropriate and abusive language – using profanity or otherwise vulgar language.
- Unauthorized Access – attempting to read, delete, copy, or modify the electronic mail messages of another user, or otherwise attempting to access an account belonging to another user.
- Vandalism – any malicious attempt to harm or destroy equipment or materials, including placing a computer virus on the network, or knowingly transferring a virus to other members of the network.
- Incidents of extended and inappropriate personal use, including using BOCES email for financial gain, or political or commercial activity, and forwarding email chain letters or “spamming.”

ETIQUETTE

Below are guidelines for using BOCES email, its addresses (*name@wswhiboces.org*), and basic email etiquette, which is applicable regardless of the email system it is related to.

- Write email messages plainly and to the point. Be careful in using sarcasm and humor, since they often do not translate easily through email. It is also important to not write anything that can be interpreted as abusive, harassing, or threatening. It is important to be as clear as possible in order to assure the proper interpretation from the reader.
- Save copies of messages to protect yourself. You should save important messages to your computer, to a disk, or print them out onto paper if you must.
- When replying to a message, be sure to remind the sender what the original message entailed. It is common to include the original message in a reply. This allows both parties to maintain accurate record of a conversation.
- Read current and earlier messages thoroughly to be sure that they are suitable for sharing, and forward only if you must.
- Remember that email may not be as private as you think. Your messages are permanent and can come back to haunt you. A message recipient can forward your message to anyone he or she wishes. Don't write anything or use anyone's name in an email message that you wouldn't want published on the front page of tomorrow's newspaper.
- Don't give your password to anyone that should not have access to your account. Change it if you doubt it is not still private.
- Remember that all laws governing copyright, defamation, discrimination and other forms of written communication also apply to email.

EMAIL GUIDELINES

- Check Your Email Often – it is advised that you keep Microsoft Outlook (the program used for accessing BOCES email) open whenever you are at your desk. Email should be checked several times daily. Much information that was previously circulated via paper memo and fax will now be transmitted via email. It is essential that you monitor your email inbox whenever possible.
- Respond Efficiently And Promptly – upon receiving an email that requires a response, please respond as soon as possible. If there is not the time to make a full response, at least acknowledge receipt of the message and give them a time frame of when you will be able to respond more fully. Also, when responding, be sure to include the original message or at least enough of it so that the recipient can put the reply into the proper context.
- Content – email sent to and from *wswhiboces.org* addresses is meant to be work related, and as such, is maintained on the WSWHE BOCES email server. Therefore, the content of emails you send and receive should be appropriate. The BOCES email server is not built to house executable files, jokes, or other personal documents. Data stored on the email server are property of WSWHE BOCES.

Logging Off - don't forget to log off of the email server when you leave your office or classroom. This means logging off your computer if using Outlook, or simply clicking on the “Log Off” icon if you are

- using Web Access. If you do not log off, your inbox may remain accessible to the next person using that computer. If you remember to take this precaution, no one will be able to sit at your computer and send email messages under your name.
- Remote Use – Outlook Web Access is an effective way of checking your email from any Internet connected computer.

(Sections of Etiquette and Guidelines above have been updated and/or shortened)

Approved/Revised: 8/30/02
Revised: 5/07/14

WSWHE BOCES STAFF TECHNOLOGY USE AGREEMENT

I understand and will abide by the WSWHE BOCES Staff Technology Use Agreement. My signature below affirms that I will not knowingly:

- Install from disk or download and install from the Internet any software on a BOCES computer without proper licensing, documentation, and administrative approval
- Utilize the BOCES network or the Internet inappropriately, as detailed in Administrative Regulation 7090
- Utilize BOCES email inappropriately, as detailed in Administrative Regulation 2080.

I further understand that violations of this agreement may result in disciplinary action. Should I commit a violation, my access privilege may be revoked, suspended, or modified, school disciplinary action may be taken, and proper authorities may be notified. I therefore release WSWHE BOCES and its offices, employees, and agents, from any claims and damages arising from my use of the WSWHE BOCES electronic mail service.

User's Full Name (please print): _____

User's Signature: _____

Date: _____

Supervising Administrator's Signature: _____

Date: _____