

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing school resources, including the compilation of data and record keeping for personnel, students, finances, supplies and materials. This policy outlines the Board's expectations in regard to these different aspects of the district's computer resources.

General Provisions:

The Superintendent shall be responsible for designating a Director of Information Services, who will oversee the use of district's computer resources.

The Superintendent, working in conjunction with the School Business Executive and the Director of Information Services, will be responsible for the purchase and distribution of computer software and hardware throughout the district. They shall prepare and submit for Board approval, a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent, working with the Director of Information Services, shall establish regulations governing the use and security of the district's computer resources. The security and integrity of the district's computer network and data is a serious concern to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulations.

The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites. All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges. Users of the district's computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Management of Computer Records:

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent or his/her designee shall be responsible for the safe and secure management of computer records.

Review and Dissemination:

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's external auditor. The regulation governing appropriate computer use will be included in both employee and student handbooks.

Date of Board Adoption: January 28, 2014
Johnson City Central School District, Johnson City, New York