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Personnel

**SUBJECT: ELECTRONIC PRIVACY**

Access to the Forestville Central School District's computing equipment is provided to all faculty, staff, and students for educational purposes. Student access to the District's other equipment (such as telephone, fax, and video apparatus) is limited. Users are to respect the rights of others sharing the same resources whether from within the system or from a remote apparatus. No person may willfully engage in any activity that would interfere with or impede the right of another member of the school community to use the District's computing equipment. Users may not share access privileges with any other person, regardless of whether or not that person would be entitled to such access anyway.

Users are expected to use ordinary precautions to protect their files from access by others. Such precautions include changing one's password frequently.

Use of District electronics equipment for personal financial gain is expressly prohibited.

Use of electronic means to harass others (through electronic mail, unwanted messages, etc.) is prohibited.

Use of District equipment for the unauthorized reproduction of software protected by copyright laws is forbidden.

Abuse, damage, or other theft of the system, equipment, or software is prohibited. That includes, but is not limited to defacing equipment, changing equipment or software settings, abuse of established time limits, damage to software or equipment through carelessness.

Access to District equipment through remote means must be approved in writing in advance by the System Administrator. Remote users are subject to additional restrictions that will be provided at the time of approval.

**Practices Regarding Access by Users**

- a) Observe all time limits.
- b) Under no circumstances should a user attempt to "repair" any equipment. Any suspected problem or malfunction must be immediately reported to the supervisor.
- c) Ask for assistance if necessary.
- d) Be considerate of other users. Do not use equipment while it is in use by another user. Do not take advantage of ignorance or carelessness of others (i.e., someone forgets to log off).
- e) Do not move equipment without proper authorization.

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Personnel

**SUBJECT: ELECTRONIC PRIVACY (Cont'd.)**

- f) Food, drink should be kept away from equipment.
- g) Keep work area neat.

Consequences for violations of this policy shall be determined as legal or internal. Legal violations shall be submitted to the proper authorities. Internal violations will include a warning for 1st violation, loss of privileges for 2nd. Consequences for further internal violations shall follow the existing disciplinary procedures for students and staff.

Adopted: 1/18/95  
Revised: 4/3/07