

Administrative Guidelines for Board of Education Policy #5136.5 on Computer Equipment and Related Systems, Software and Networks.

1. All students must sign an acceptable use policy (AUP) upon entry to a new school building. A signed AUP must be on file before students can use the district computers for Internet access.
2. All staff will be given a copy of the AUP and be asked to sign that they have read the document.
3. Each year teachers will review the acceptable use policy with students.
4. Sharing of network or e-mail passwords is prohibited.
5. Staff who use the network to post Instructional Web Sites must follow the district guidelines for size, scope and content. Web Sites development must be related to the curriculum and be confined to intranet access. Instructional Web Sites must be reviewed by a district administrator prior to posting. (See Policy on Web Site Development for School Web Site guidelines.)
6. Students may only post web sites under the guidance and supervision of a teacher and must conform to district guidelines for size, scope and content. Student web sites must be related to the curriculum and confined to intranet access. They must also be reviewed by the classroom teacher prior to posting.
7. Students and staff may not modify program files on hard drives or network resources without authorization.
8. While staff is encouraged to purchase their own computer equipment, staff who take district equipment home (e.g. over summer/vacation periods) must sign a form accepting responsibility in the event of loss due to fire, theft, loss or damage. Forms will include make, model, serial # and BOE #. Forms will be collected by the building administrator/designee and sent to the office of the Supervisor of Computers for inventory purposes.
9. Students and staff may not use district computers for game playing or personal communication during the work day.
10. Staff may not use district computers for purchasing items/services for personal use or to operate a private business.
11. No software may be loaded on district equipment for personal use.
12. No district software may be loaded on home computers without authorization from the Deputy Superintendent or designee as per district site licensing agreements.
13. E-mail files will be purged every 30 days to ensure efficient network functioning.
14. The Stratford Board of Education reserves the right to bypass any or all individual or group passwords to determine the activity on any or all computers, computer systems, software, and electronic access privileges including e-mail and networks.
15. Staff should use caution when subscribing to listservs. Listservs must be related to the staff member's area of responsibility.
16. Core software will be identified for each level of instruction (elementary school, middle school, high school). This software will be supported by the district technicians and help desk facility. The installation of any other software on the hard disk or fileserver must be approved by the office of the Deputy Superintendent/designee.
17. Stand alone packages (CD-ROM/diskettes) must comply with district standards on content, be appropriate to the level of instruction and be installed by authorized building/district technology staff.
18. Violations of the BOE policy and guidelines may result in appropriate disciplinary action.
19. Use of electronic resources is subject to all local, state and federal laws and regulations.

