

Required  
 **Local**  
 Notice

### **SUPPORT SERVICES GOALS**

Support services, which include safety and maintenance programs, transportation, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Trustees establishes these goals:

1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;
2. providing safe transportation for students who use these services; and
3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.

Adoption date: 6/11/13

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### SCHOOL BUILDING SAFETY

The Board of Trustees recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. (The members of the District's Shared Decision Making Committee (SDMC) will also serve as the District's Health and Safety Committee and will complete all tasks related to this requirement.)
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-ref: 7100, Facilities Planning  
 7365, Construction Safety  
 8112, Health and Safety Committee  
 8220, Buildings and Grounds Maintenance and Inspection

Ref: Education Law §§ 409-d (Comprehensive Public School Building Safety Program); 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)  
 8 NYCRR Part 155 (Educational Facilities)  
 9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

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 Amended date: 12/17/15

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### HEALTH AND SAFETY COMMITTEE

The Board of Trustees recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner's regulations, the Board will appoint a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents. (The members of the District's Shared Decision Making Committee (SDMC) will also serve as the District Health and Safety Committee and will complete all tasks related to this requirement.)

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that the committee is appropriately involved in all of the activities required by the Commissioner's regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of health and safety complaints.
2. Ensure that at least one member of the committee participates in the annual visual inspection.
3. Consult with district officials in completing safety ratings of all occupied school buildings.
4. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
5. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.

#### *Expanded Health and Safety Committee*

During construction projects, the Health and Safety Committee will be expanded to include the architect, construction manager and contractor. This expanded committee will:

1. Participate in the investigation and disposition of health and safety complaints regarding the construction or maintenance project.
2. Meet periodically to review issues and address complaints regarding health and safety arising from construction.
3. Monitor safety during construction projects.
4. After the work is completed, conduct a walk-through inspection to confirm that the area is ready to be reopened for use.

Ref.: 8 NYCRR Part 155 (Educational Facilities)

Adoption date: 12/17/15

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### PESTICIDES AND PEST MANAGEMENT

It is the goal of the Board of Trustees to maintain the integrity of school buildings and grounds, protect the health and safety of students and staff and maintain a productive learning environment.

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Provisions will be made for a least toxic approach to integrated pest management (IPM) for the school building and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and non-targeted organisms.

#### Notification of Pesticide Application

All district staff and parents/guardians will be notified of pesticide applications performed at the school facility. A notice will be sent at the beginning of the school year which will include:

1. Notification of periodic pesticide applications throughout school year.
2. The availability of 48-hour prior written notification of pesticide applications to parents and staff who request such notice.
3. Instructions on how to register with the school to receive this prior written notification.
4. The name and number of the school representative who can provide further information.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

Cross-ref: 8110, School Building Safety  
8220, Building and Grounds Maintenance and Inspection

Ref: Environmental Conservation Law, Art.33 (Pesticides)  
Education Law §409-h (Requirements for Notification of Pesticide Applications)  
6 NYCRR Part 325 (Application of Pesticides)  
8 NYCRR §155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)  
*Desmond Americana v. Jorling*, 153 AD2d 4 (3rd Dept. 1989)  
*IPM Workbook for New York State Schools*, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Adoption date: 6/11/13

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### **SCHOOL SAFETY PLANS AND TEAMS**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Trustees recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

#### Comprehensive District-Wide School Safety Team and Plan

The Board shall annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

The Superintendent/Principal or his/her designee shall be the district's chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and shall also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief emergency officer shall ensure that the district-

wide plan is coordinated with the building-level plans, and shall ensure that required evacuation and lock-down drills are conducted.

#### Building-Level Emergency Response Plans and Teams

The Superintendent/Principal or his/her designee shall be responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The emergency response team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and shall include all components required by law and regulation. These confidential plans shall include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans shall designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Superintendent/Principal or his/her designee, shall annually designate a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet regularly. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Superintendent/Principal or his/her designee shall be informed and he/she will convene the threat assessment team. The Superintendent/Principal or his/her designee may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Superintendent/Principal or his/her designee is responsible for keeping the Board of Trustees informed about the activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

The Superintendent/Principal or his/her designee shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

#### Annual Review and Report

All plans shall be annually reviewed and updated, if necessary, by the appropriate team by July 15<sup>th</sup>. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Trustees in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Trustees by September 1<sup>st</sup>.

The Superintendent/Principal or his/her designee shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. The district-wide plan will be posted on the district's website. The Superintendent/Principal or his/her designee shall be responsible for filing the building-level emergency response plan for his or her building, and any amendments to the plan, with the appropriate local law enforcement agency and the state police within 30 days after their adoption, but no later than October 15 of each year.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention  
5300, Code of Conduct  
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
8 NYCRR Part 155 (Educational Facilities)  
*School Safety Plans Guidance*, New York State Education Department,  
June 2010

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Amended date: 1/17/17



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## **BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION**

To accommodate the district's educational program, the Board of Trustees is committed to providing suitable and adequate facilities. To this end, proper maintenance and inspection procedures are essential. The Board directs the Superintendent of Schools to ensure that proper maintenance and inspection procedures are developed for the school building.

Consistent with federal and state law and regulations, the following items will be included in the district's buildings and grounds maintenance and inspection procedures:

### Comprehensive Maintenance Plan

A comprehensive maintenance plan for all the building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality.

Procedures will also be established to ensure the safety of building occupants during maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

### Annual Visual Inspections

A visual inspection of building system components in the school building will take place annually except for years in which a Building Condition Survey is performed. The inspection will be completed by November 30<sup>th</sup> of each year and will be made available to the public.

A corrective action plan will be developed by a licensed architect or engineer if a deficiency exists in the building.

### Building Condition Surveys

The school and supply building will be assessed every five years by a building condition survey. The survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and

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maintenance and need for replacement. Building condition survey reports will be submitted to the Commissioner by January 15th of every fifth year thereafter.

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### Fire Safety Inspections

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the district office. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner.

Cross-ref: 7365, Construction Safety  
8110, School Building Safety  
8115, Pesticides and Pest Management

Ref: 29 CFR §§1910 et seq. (OSHA Hazard Communication)  
40 CFR Part 763 (Asbestos Hazard Emergency Response Act)  
Education Law §§409-d (Comprehensive Public School Safety Program);  
409-e (Uniform Code of Public School Buildings Inspections, Safety  
Rating and Monitoring); 807-a (Fire Inspections)  
Labor Law §§875-883 (toxic substances)  
Public Health Law §§4800-4808 (Right to Know, toxic substances)  
Environmental Conservation Law §33-0725 (Pesticides)  
6 NYCRR Part 325 (Pesticides)  
8 NYCRR §§155.1(Educational Facilities); 155.4 (Uniform Code of Public  
School Buildings Inspection, Safety Rating and Monitoring); 155.8 (Fire  
and Building Safety Inspections)  
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)  
12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)  
*Appeal of Anibaldi*, 33 Educ. Dep't Rep. 166 (1993) (district required to  
monitor student's physical symptoms when air quality caused health  
problems)  
*Guidelines for the Evaluation and Control of Lead-Based point Hazards in  
Housing*, U.S. Department of Housing and Urban Development,  
Washington D.C., June 1995)  
*IPM Workbook for New York State Schools*, Cornell Cooperative Extension  
Community IPM Program with support from New York State Dept. of  
Environmental Conservation, August 1998

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### AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The Board of Trustees permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes.

The Superintendent of Schools shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- the individuals who may properly authorize the use of such material and/or equipment;
- the lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. In addition, since Board members, officers and employees are issued district owned equipment in connection with their work responsibilities, the individual using the district owned equipment should not have an expectation of privacy with respect to information contained on the device (e.g., computer files, images, messages).

The District Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

Cross-ref:      8332, Use of District Owned Cell Phones  
                      8630, Computer Resources and Data Management

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### USE OF DISTRICT-OWNED CELL PHONES

The Board of Trustees recognizes that for purposes of student and staff safety, it is desirable for staff to have access to a cell phone while on a field trip. A cell phone will be provided for this purpose.

The contract for the cell phone shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

The cell phone is to be used for school district purposes only and other personal use is prohibited. Failure to follow these guidelines may result in discipline of the employee. In addition, since the cell phone is district-owned and issued in connection with their work responsibilities, employees should not have an expectation of privacy with respect to information contained on the device (e.g., text messages, records of phone calls).

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Superintendent of Schools. Since employees are responsible for the safe return of district-owned cell phones, employees who use district-owned cell phones may be liable for damages or loss which occurs during the period of its use.

At least once per year, the Superintendent shall evaluate and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

Ref: Fourth Amendment, U.S. Constitution  
Fourteenth Amendment, U.S. Constitution  
*City of Ontario, California v. Quon*, 130 S. Ct. 2619 (2010)

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### USE OF DISTRICT CREDIT CARDS

The Board of Trustees permits the use of a district credit/debit card by the District Clerk and District Treasurer to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. The credit card will be in the name of the school district.

The Board shall ensure that the credit card is secured through an RFP process and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing. Credit cards may be used when the vendor does not accept purchase orders (e.g., online vendors where the item is not readily available elsewhere or in time-sensitive instances.)

The user must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Official and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The user must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Board.

Cross-ref: 6700, Purchasing  
6830, Expense Reimbursement

Ref: Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)  
Opns. St. Compt. No. 79-494  
Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: 6/11/13

### STUDENT TRANSPORTATION

The Board of Trustees affirms its goal of providing a safe and economical transportation system for district students. Transportation shall be provided at district expense to those students who are eligible as authorized by the Board.

The major objectives in the management of the student transportation program shall include the following:

1. to provide efficient, effective and safe service;
2. to ensure that all students whose disability or distance from school requires them to receive necessary transportation do, in fact, receive it;
3. to adapt the system to the demands of the instructional program;
4. to review at least once a year school bus schedules and routing plans to ensure that maximum efficiency and safety are maintained; and
5. to review at least once a year the eligibility for transportation of students residing in the district, to ensure that all entitled to the services receive them.

The Superintendent of Schools shall be responsible for administering the transportation program through a contract with an outside company. The program shall comply with all applicable laws, regulations and policies established by federal, state and local authorities.

The Superintendent shall work with the transportation company to establish bus routes. Authorized bus stops shall be located at convenient intervals in places where students may embark and disembark the buses, and await the arrival of buses, in the utmost safety allowed by road conditions.

The Board of Trustees also recognizes that, as per New York State Education Law, the District does not have the obligation to transport its resident students who live more than fifteen (15) miles from their private school of attendance.

Ref: Education Law §§305(14); 1501-b; 1807; 3602(7); 3623; 3635 et seq.  
*Matter of Handicapped Child*, 24 EDR 41 (1984)  
*Matter of Zakrezewski*, 22 EDR 381 (1983)  
*Matter of Nowak*, 22 EDR 91 (1982)  
*Matter of Fox*, 19 EDR 439 (1980)

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Amended date: 12/17/15

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**ALCOHOL AND DRUG TESTING OF BUS DRIVERS**

The Board of Trustees recognizes the dangers inherent in alcohol and controlled substance use, especially use by school bus drivers. Although the district contracts with an outside company to provide transportation services to students, the Board understands the requirement for that company to follow all applicable state and federal laws and regulations concerning alcohol and drug testing of bus drivers. All contracts for student transportation will contain the requirements that: (1) the transportation company will comply with the requirement to adequately and appropriately test its drivers for alcohol and drug use, and that (2) the transportation company will certify that it does so.

Adoption date: 12/11/12



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## **COMPUTER RESOURCES AND DATA MANAGEMENT**

The Board of Trustees 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 the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the Boards expectations in regard to these different aspects of the district's computer resources.

### General Provisions

The Superintendent shall be responsible for designating a Chief Information Officer who will oversee the use of district computer resources. The Superintendent working in concert with the Chief Information Officer and Head Teacher will prepare in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's 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 Chief Information Officer, shall establish regulations governing the use and security of the district's computer resources (computer resources include all devices that process data, including but not limited to, laptops, fax machines, copiers and scanners). The security and integrity of the district 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 regulation, as well as the district's policy 4526, Computer Use in Instruction. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. 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, working with the Chief Information Officer and the district's business official, shall establish procedures governing management of computer records.

- passwords,
- system administration,
- separation of duties,
- remote access,
- encryption,
- user access and permissions appropriate to job titles and duties,
- disposal of computer equipment and resources (including deleting district data or destroying the equipment),
- inventory of computer resources (including hardware and software),
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans and notification plans.

If the district contracts with a third-party vendor for computing services, the Superintendent, in consultation with the Chief Information Officer or the District Treasurer will ensure that all agreements address the procedures listed above, as applicable.

### Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-ref:      1120, School District Records  
                     4526, Computer Use for Instruction  
                     4526.1, Internet Safety  
                     5500, Student Records  
                     6600, Fiscal Accounting and Reporting  
                     6700, Purchasing  
                     6900, Disposal of District Property  
                     8635, Information Security Breach and Notification

Adoption date: 2/12/13  
Amended: 4/21/16

## COMPUTER RESOURCES AND DATA MANAGEMENT REGULATION

The following rules and regulations govern the use of the district's computer network system, employee access to the Internet, and management of computerized records.

### *I. Administration*

- The Superintendent of Schools shall designate a computer network coordinator to oversee the district's computer network.
- The computer network coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system. The Chief Information Officer shall maintain an updated inventory of all computer hardware and software resources.
- The computer network coordinator shall develop and implement procedures for data back-up and storage. These procedures will facilitate the disaster recovery and notification plan and will comply with the requirements for records retention in compliance with the district's policy on School District Records (1120).
- The computer network coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The computer network coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations (including policy 4526, Computer Use in Instruction) governing use of the district's network.
- The computer network coordinator shall take reasonable steps to protect the network from viruses, other software, and network security risks that would compromise the network or district information.
- All student and employee agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district office.
- Consistent with applicable internal controls, the Superintendent in conjunction with the school business official and the computer network coordinator, will ensure the proper segregation of duties in assigning responsibilities for computer resources and data management.

### *II. Internet Access*

Student Internet access is addressed in policy and regulation 4526, Computer Use in Instruction. District employees and third party users are governed by the following regulations:

- Employees will be issued an e-mail account through the district's computer network.
- Employees are expected to review their e-mail daily.
- Communications with parents and/or students should be saved as appropriate and the district will archive the e-mail records according to procedures developed by the computer network coordinator.
- Employees may access the internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use.
  
- Employees are advised that they must not have an expectation of privacy in the use of the district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline.

### *III. Acceptable Use and Conduct*

The following regulations apply to all staff and third party users of the district's computer system:

- Access to the district's computer network is provided solely for educational and/or research purposes and management of district operations consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords must be changed periodically and must be of sufficient complexity as determined by the district.
- Only those network users with permission from the Superintendent or computer network coordinator may access the district's system from off-site (e.g., from home).
- All network users are expected to take reasonable precaution to secure district information stored on devices they use, including maintaining responsible custody over computer resources, ensuring no unauthorized use of district devices, and exercising prudent judgement when browsing the internet and opening email.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify appropriate staff. Any network user identified as a security

risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

#### IV. Prohibited Activity and Uses

The following is a list of prohibited activity for all staff and third party users concerning use of the district's computer network. Any violation of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus, malware on the network, and not reporting security risks as appropriate.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software, using personal disks, or downloading files on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district computing resources for fraudulent purposes or financial gain. Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while your access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Exhibiting careless behavior with regard to information security (e.g., sharing or displaying passwords, leaving computer equipment unsecured or unattended, etc.).

#### ***V. No Privacy Guarantee***

Users of the district's computer network should 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.

#### ***VI. Sanctions***

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

#### ***VII. District Responsibilities***

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the user's own negligence or any other errors or omissions. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

The district will take reasonable steps to protect the information on the network and provide a secure network for data storage and use, including ensuring that contracts with vendors address data security issues and that district officials provide appropriate oversight. Disposal of district computer resources shall ensure the complete removal of district information, or the secure destruction of the resource. Even though the district may use technical and/or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Adoption date: 4/21/16

**(X) Required**

(x) Local

(x) Notice

**INFORMATION SECURITY BREACH AND NOTIFICATION**

The Board of Trustees acknowledges the State's concern regarding the rise in identity theft and the need for prompt notification when security breaches occur. To this end, the Board directs the Superintendent of Schools to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach as required by law.

Additionally, pursuant to Labor Law §203-d, the district will not communicate employee "personal identifying information" to the general public. This includes social security number, home address or telephone number, personal electronic email address, Internet identification name or password, parent's surname prior to marriage, or driver's license number. In addition, the district will protect employee social security numbers in that such numbers shall not: be publicly posted or displayed, be printed on any ID badge, card or time card, be placed in files with unrestricted access, or be used for occupational licensing purposes. Employees with access to such information shall be notified of these prohibitions and their obligations.

Any breach of the district's computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district shall be promptly reported to the Superintendent and the Board.

Ref: State Technology Law §§201-208  
Labor Law §203-d

Adoption date: 12/11/12