



**Buffalo Public School System**  
**Acceptable Use Policy for Technology**  
*District Employee*

The Buffalo Public School System makes available a variety of technological resources to support learning and enhance instruction. The district's goal is to provide access to technology tools to facilitate resource sharing, innovative instructional opportunities, and communication. The users (defined as any employee utilizing a district computer) of these tools assume certain responsibilities, including the use of technology in an ethical manner.

**POLICY GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS AND COMPUTER NETWORKS IN SCHOOL FACILITIES:** The district encourages employees to use computers and technology available in the Buffalo Public School System; however, with these privileges comes responsibility. Users are expected to:

**Respect the privacy of others.**

- Users will not attempt to gain unauthorized access to networked or stand alone systems.
- Users will not modify or read files of other individuals; however, it should be noted that system administrators have access to all files. Privacy shall not be assumed in this case.

**Respect the legal protection provided by copyright and license to programs and data.**

- Users will not make copies of licensed programs, in violation of copyright laws.
- Users will not install their own software on district computers without authorization.

**Respect the integrity of every computer and of the Buffalo Public School Networks and other networks to which the district is connected.**

- Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter the software components or network.
- Users will not intentionally send inappropriate, obscene or hateful messages/mail to others.
- Users will not copy or modify server or network system files.
- Users will not block access (use encryption programs) on district computers without authorization.

**Respect the materials and resources of the Buffalo Public School System.**

- Users will not play unauthorized games on district computers.
- Users will not use the district's computer resources for nonacademic or non-work related activities.
- Users will properly *utilize* computer time and will not waste limited resources or supplies that are provided by the Buffalo Public School System.
- Users will work in ways that will not disturb others.

**Respect the materials and resources of Internet accounts.**

- Users will not send or request obscene, offensive, harassing, insulting, or otherwise abusive material over the Internet or on e-mail.

A violation of the Acceptable Use Procedure for Technology may result in the loss of computer privileges. It may also result in disciplinary action against employees pursuant to the applicable contract provisions and Civil Service Law.

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I have read and understand the above Acceptable Use Procedure for Technology:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name