

POLICY

2006

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Students

**SUBJECT: ACCEPTABLE USE POLICY FOR THE INTERNET, LOCAL AREA
NETWORK, COMPUTER AND RELATED TECHNOLOGY EQUIPMENT**

- a) All use of the District's network must be in support of education and research and consistent with the mission of the Southwestern Central Schools.
- b) Students may use the Internet only if they have a valid educational purpose and are being supervised by an adult staff member.
- c) Network accounts are to be used only by the authorized owner of the account for authorized purposes. Students are only to use school computers that are designated for student use.
- d) Network users identifying a security problem or questionable material on the District system must notify the teacher in charge. Do not demonstrate the problem to anyone.
- e) The teacher in charge must approve the use of personal disks on the network computers.
- f) Student personal e-mail is prohibited. If student e-mail is deemed necessary for educational reasons, then students may be granted a temporary account until the end of their project by the technology coordinator.
- g) Personal information about oneself or any other individual shall not be shared over the Internet.
- h) It is the responsibility of each student to make sure that copyrighted materials on the network be used in accordance with District policy and applicable law. Students are not to make unauthorized copies of any software materials found on the network without written permission of the copyright owner.
- i) Only students with prior experience or instruction shall be authorized to use the network.
- j) Students are responsible for all files received via modem or Internet connections. It is each student's responsibility to keep explicit material, inappropriate files and files dangerous to the integrity of the network from being downloaded onto the network. Possession of hacking software will be grounds for disciplinary action.
- k) Using the network for any illegal activities is prohibited. This includes, but not limited to, tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Downloading programs from the Internet to school computers is prohibited. The use of school computers to construct personal web sites is prohibited.
- l) Use of the network for personal and private business is prohibited.
- m) Hate mail, harassment, spamming, pranks, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.

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Students

**SUBJECT: ACCEPTABLE USE POLICY FOR THE INTERNET, LOCAL AREA
NETWORK, COMPUTER AND RELATED TECHNOLOGY EQUIPMENT
(Cont'd.)**

- n) Students shall not intentionally seek information, obtain copies of or modify files or other data or passwords belonging to other users or misrepresent other users on the network.
- o) Student data files and other electronic storage areas on school hardware will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection.
- p) Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the District's computer system.
- q) Student use of the District's computer system is conditioned upon written agreement by all students and their parents/legal guardians that student use of the District's computer system will conform to the requirements of this policy and regulations adopted to ensure acceptable use of the District's computer system.

Adopted: 7/11/06

REGULATION

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Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE GUIDELINES)**

Program Implementation

The Southwestern Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's Computer System (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and "Internet." The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Southwestern Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

Standards of Conduct Governing Student Access to the DCS

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

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Students

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES) (Cont'd.)

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Southwestern Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of Southwestern Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

- 1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting bullying, threatening or attacking others.
- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 5) Using unauthorized software on the DCS.
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- 7) Violating copyright law, including the illegal file sharing of music, videos and software.
- 8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.

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Students

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES) (Cont'd.)

- 10) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
- 11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
- 12) Accessing personal, interactive sites (such as Myspace blogs) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.
- 13) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.
- 14) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

- 1) Violations may result in suspension, restriction and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.

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Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE GUIDELINES) (Cont'd.)**

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Notification/Authorization

Only those students who have signed an agreement form and provided written permission from parents/guardians may access the DCS, including potential student access to external computer networks not controlled by the School District. Permission is not transferable and may not be shared. All required forms must be kept on file in the school building. (Refer to Form #7314F).

**SOUTHWESTERN CENTRAL SCHOOL DISTRICT
STUDENT AGREEMENT FOR USE OF DISTRICT COMPUTERIZED
INFORMATION RESOURCES AND PARENTAL/GUARDIAN CONSENT FOR STUDENT
USE OF DISTRICT COMPUTERIZED INFORMATION RESOURCES**

Student Agreement

In consideration for the use of the Southwestern Central School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Such violation of District policy and regulations may also result in the imposition of discipline under the District's school conduct and discipline policy and the Code of Conduct. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy District property.

Student Signature: _____

School Building: _____

Date: _____

Parental/Guardian Consent

I am the parent/guardian of _____, the minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the DCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Southwestern Central School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the DCS or any other electronic media or communications.

I agree that my son/daughter may have access to the DCS and I agree that this may include remote access from our home.

Parent/Guardian Signature: _____

Student's Name: _____

Date: _____

