ONTEORA CENTRAL SCHOOL DISTRICT
Student Technology Acceptable Use Policy
(Use of Computers and Networked Information Systems)

Students of the **Onteora Central School District** have access to vast amounts of information through the District's computer system (DCS). Text, photographs, and sound from local agencies, governments, universities, individuals and businesses in every corner of the globe are available for educational purposes through the Internet. All use of the DCS, including independent use off school premises, shall be subject to this policy. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One (1) purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Any student who is determined to have used District owned electronic devices (e.g., computers, laptops, iPads, Chromebooks, tablets, etc.), networked information resources and/or the Internet in violation of this Policy may have his/her user account suspended and/or revoked. Also, a breach of the terms of the Policy may result in disciplinary action consistent with District policy, the Student Code of Conduct and applicable laws and regulations. A breach of the terms of this Policy shall result in a referral to appropriate law enforcement officials where the breach involves suspected illegal or criminal activities. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Technology use in the school setting must be related to educational purposes consistent with course and District curricula and goals. Prior to establishing a user account, each student must directly
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take responsibility of adhering to this policy by the student and his/her parent or legal guardian signing an agreement.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Superintendent and/or his/her designee may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS, nor is it the intention of this policy to define all inappropriate usage, however, following is a non-exhaustive list of expected behavior and use of the DCS:

1. Only authorized users may use District owned electronic devices and the Network. Students shall only access the school/District network with their own user identification and password. You and your parent/guardian must sign and you must return to the school an agreement to adhere to this policy before receiving a username and password. This form is available in your school's office.
2. Students are expected to adhere to school standards of appropriate behavior when using the Network and the Internet in accordance with the Student Code of Conduct and all applicable District policies.
3. Students shall not seek information on, obtain copies of, or modify the files, other data, or passwords belonging to others.
4. Students shall not disrupt the use of the Network by others nor damage or tamper with electronic devices, computer systems, networks, or other users' folders, work, or files. Students shall not hack into, vandalize, read, modify, edit, delete or otherwise engage in unauthorized use of any computer files, including other users' that are accessible over the District's computer network.
5. Due to the wide availability of services and information on the Internet, some of which may be potentially offensive to certain groups of users, the individual user must be responsible for his/her actions in navigating the network.
6. Students shall not save any type of inappropriate file on the network, electronic device/computer, or other district owned storage sites or devices.
7. Students shall not destroy, modify, copy, damage, or abuse hardware or software in any way. Students shall also not post, send, transmit, publish, download, upload, copy, print or otherwise disseminate information containing any advertising or solicitation of other students to use goods and services that are not for school-related purposes.
8. Students shall not use the Network or Internet to develop programs that harass others or infiltrate a computer, computer system, or network or knowingly introduce a virus, worm or any other harmful program into a computer system, device, or network.
9. Students using the Internet may not reveal any personal information over the Internet relating to him/herself or other individuals.

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10. Students shall not use school equipment, the Network or Internet for commercial or for non-school related purposes such as for-profit purposes, product advertisement, political lobbying, personal business, illegal activity or for any personal, charitable, religious, or not-for-profit purpose.

11. Students are expected to abide by the generally accepted rules of network etiquette and shall not use school equipment, the Network or the Internet for antisocial activities. Such activities include but are not limited to: hate mail, bullying/harassment, profanity, obscenity, misrepresentation, impersonation.

12. Students shall not use school equipment, the Network or Internet for illegal activities or to access or transmit pornographic or educationally inappropriate materials, or files, which are harmful to both students and the integrity of the Network.

13. Students shall use only school approved software or view material on the Internet that is related to the District's curricula or teacher approved project.

14. Students are not permitted to make copies of software found on school computers.

15. Students shall not incur any financial obligations on behalf of the District through the use of the Internet or District resources.

16. Web based email shall be only accessed for educational purposes (i.e. transfer of homework, reports etc.) from school to home or from home to school. No personal messages, instant messaging or text messaging are allowed.

17. No remote access to the internal network will be granted. The use of proxy servers is prohibited.

18. Students shall not utilize District equipment to upload any photographs of themselves or others to the Internet without permission from the course instructor/administration.

19. Students acknowledge that in the course of using the Internet, there may occur interruptions in service beyond the control of the District which may result in the loss of data, information or files. The District disclaims any and all responsibility for loss of data, information or files, caused by such service interruptions.

20. Students who have identified a security problem on the Internet must notify their building principal or network administrator.

21. Students acknowledge that a network administrator may periodically need to review on-line activities in the course of performing routine maintenance of the system.

22. Students who are suspected of having violated this policy or any other District policy, rule and/or regulation, or any law, in any manner may have their files accessed and on-line activities reviewed by a network administrator and/or appropriate school official. The District, and/or any of its agents and employees who review on-line activities of account holders suspected of having violated this policy, shall not be subject to any claims arising out of such review of on-line activities.

23. Students must respect all copyright issues regarding software and attributions of authoring. The unauthorized copying or transfer of copyrighted materials may result in the suspension or revocation of a user's account.

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24. It should be recognized that not all materials found on the Internet are appropriate for students. Although the District utilizes an Internet content filter, it is possible that some inappropriate content may not be properly filtered. If a user encounters material that is not acceptable, s/he should report it immediately to the teacher in charge or to the building administrator.

25. Any student who is suspected of using the Internet in a manner that would violate this policy or any other District policy, rule and/or regulation, or would violate any State or Federal law or regulation, will be notified of the alleged violation and provided with an opportunity to respond to and discuss the allegations.

Best Practices for Wi-Fi:
- Turn off the device when not in use and at the end of each day.
- If device is to stay on, turn Wi-Fi off when not in use (switch on side, or airplane mode on iPad).
- Always place the device on a solid surface
- Viewing distance should be a minimum of 12 inches from the screen.

Policy 7314 - Adopted 8/16/16

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STUDENT TECHNOLOGY USER AGREEMENT AND PARENT PERMISSION FORM
(Please Complete ALL Information and Provide the Two Signatures Requested)

While we believe our students will use our technology in a responsible manner, for those who do not do so, consequences may follow. Those consequences can range from the suspension of the use of the Internet and/or network, and/or computers within the school district, to a school Suspension.

As a user of the Onteora Central School District's computers and networked information resources (including the Internet), I hereby agree to comply with the terms and conditions provided for in the Student Technology Acceptable Use Policy and accompanying guidelines. I agree to communicate over the network in a responsible fashion while honoring all relevant State and Federal laws and restrictions, the Student Code of Conduct and all applicable District policies.

I further understand and agree to abide by the following policy regarding copyrighted material. I recognize that material received via a computer network is owned by the author or the person holding the copyright, and I will give credit to all materials received electronically. I recognize that software is protected by copyright laws.

Student's Signature _____ Date _____

Student's Name (Printed) _____

School (Printed)_____

Grade: _____

Student's Homeroom #:_____

Student's Homeroom Teacher: _____

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As the **PARENT** or **LEGAL GUARDIAN** of the minor student signing above, I grant permission for my son/daughter to use district computers and to access networked computer resources including electronic mail and the Internet. I have read the attached Student Technology Acceptable Use Policy and understand that the individual student may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for setting and conveying strictly educational standards for my son/daughter to follow when selecting, sharing and/or exploring information and media.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Home Address:_____

Town/State/Zip: _____

Home Phone: _____

Work Phone: _____

For children under eight years of age, parent signature
verifies that the parent has reviewed the policy with the student.

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