



### Acceptable Use Policy for Computer Equipment

Attached you will find a copy of the Saugerties School District's "Acceptable Use Policy for Student Use of Computerized Information Resources" as well as the Superintendent's Regulations. These Documents explain the guidelines for use of school computer equipment.

Please review this document with your child. You must provide written permission for your child to use school computers by signing the "Parent/Legal Guardian Consent" form.

Additionally, your child must agree to use the equipment according to the guidelines by signing the "Agreement for Student Use of District Computerized Information Resources" form.

No student will be allowed to use school computers until the attached forms are signed and returned.

Thank you.

### AGREEMENT FOR STUDENT USE OF DISTRICT COMPUTERIZED INFORMATION RESOURCES

In consideration for the privilege of using the Saugerties 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 and regulations.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS, and may in addition result in the imposition of discipline under the District's School Conduct and Discipline Policy and the Student Discipline 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 or engage in other illegal activity. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or legal guardians if I willfully, maliciously or unlawfully damage or destroy District property.

Student Name:	Grade:	School:
Student Signature:		Date:

### PARENT/GUARDIAN CONSENT

I am the parent/legal guardian of \_\_\_\_\_, the 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 Saugerties School District's policy and regulations concerning use of the District Computer System (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 the external computer networks not controlled by the 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 to release the Saugerties Central School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son's/daughter's use of the DCS in any manner whatsoever.

I agree that my son/daughter may have access to the DCS.

Parent/ Guardian Signature:	Date:
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## STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES ACCEPTABLE USE POLICY Code: 7315 (Parent Copy)

### Program Implementation

The Saugerties Central School Board recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School District 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 the Internet.

The DCS is for educational and/or research use only and its use must be consistent with the goals and purposes of the Saugerties Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in the Superintendents' Regulations, 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 policies and the Student Discipline 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.

### Authorization

Students will not be permitted to use the DCS without specific authorization from the appropriate administrator and/or instructor. Furthermore, only those students who have signed an agreement form and provided written permission from their parents/legal guardian 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 by the Principal.

### Standards of Conduct Governing Student Access to the DCS

The use of the DCS is a privilege, not a right; and inappropriate use is a breach of this policy and may result in disciplinary action, including suspension from school and/or cancellation of use privileges. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support to their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the Districts 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. Users must comply with District standards governing use of the DCS and honor the agreements they have signed.

During virtual learning, students shall be held to the existing standards set forth in the Code of Conduct, including with respect to prohibited conduct and potential penalties. Students may not display any virtual backgrounds, photographs or objects during a videoconference or during virtual learning that would violate the Code of Conduct.

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 and subject to reasonable control and inspection by the School District. The school, system administrator or teacher may access all such files and communications to insure system integrity and that users are complying with the requirements of the District policy and regulations regarding student access to the DCS. Students should NOT expect that information stored on the DCS will be private.

Use of the DCS which violates any aspect of School District policy; the Student Discipline 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 from school and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, the Superintendent's Regulations shall be followed by student users of the DCS.

### Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.



Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content

or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

#### **Privileges of User Account Holders**

- a. Equal Access: All account users will be granted free and equal access to the Network and Internet.
- b. Privacy: All account users have the right of privacy in their files and e-mail, provided, however, that there is reasonable suspicion that a user is believed to be in violation of the District's policy and regulations, a system administrator or teacher may gain access to the user's private correspondence or files. An attempt will be made to notify the user of such inspections, whenever possible.
- c. Safety: Any account user who receives threatening or unwelcome communications must bring them to the attention of the system administrator or teacher immediately.
- d. Responsibility: Due to the wide availability of services and information on the Internet, some of which may be potentially offensive to certain individuals or groups of users, the individual user must be responsible for his/her own actions in navigating the Internet.
- e. Intellectual Freedom: The network administrators will place no official sanctions upon the expression of personal opinion on the network. However, the Saugerties Central School District does not officially endorse any opinions stated on the network and any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the School District or its staff members.

#### **Responsibilities of Network/Internet Users**

- a. Using Appropriate Language: All account users must use language appropriate for school situations, as indicated by the District Codes of Conduct. Profanity, obscenity, vulgar or sexually offensive language is prohibited.
- b. Content of Speech: Account users must respect the rights of others and be mindful of the age and maturity of those with whom they are communicating. Speech communicated by users shall not be defamatory (comprised of injurious falsehoods, whether or not stated maliciously, with reckless disregard for the truth or where the communication is not about a public figure, just false). If you are the victim of a personal attack, the incident should be brought to the attention of your teacher or the system administrator.
- c. Copyright: Account users must respect all copyright issues regarding software, information and attributions of authorship. The unauthorized copying or transfer of copyrighted materials may result in the loss of the user's account and/or disciplinary actions.
- d. Plagiarism: Account users should exercise care not to take ideas or writings from other individuals and them as their own. Account users must give appropriate attribution of the author or creator of the idea or writing.
- e. Advertisement Solicitation Ban and Business Use Ban: Account users shall not publish information containing any advertising or solicitation of other members to use goods and services. Account users shall not use the capabilities of the account to conduct business or any activity which is prohibited by law.
- f. Account User Understanding Regarding Content of Information Residing on Other Systems on the Internet: Some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The Saugerties Central School District does not condone the use of such materials and does not permit the use of such materials in the school environment. Account users and parents/guardians of student account users should be aware of the existence of such materials and monitor home usage. Account users who knowingly bring such materials into the school environment may be found in violation of the Policy and Regulations on Internet Use, have his/her privileges terminated and by subject to discipline in accordance with District Policy and the law, as well as legal action.



- g. Electronic Mail: Electronic mail which is alleged to contain defamatory, threatening, profane, obscene, sexually oriented or racially offensive material will be reported to and inspected by the school administrator. If it is found that an account user sent such material, the user's account may be terminated and the user may be subject to discipline in accordance with District Policy; the law, as well as legal action.
- h. Security: If an account user believes that he/she can identify a security problem through the use of an Internet account, the account holder must notify the school administrator immediately. The account user should not demonstrate the problem to others. Attempts to log on to the DCS as the system administrator or teacher will result in cancellation of user privileges and /or disciplinary action. 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.
- i. Re-Posting Personal Communications without the Original Author's Prior Consent: It is a violation of the author's privacy to re-post personal communications without the original author's prior consent and, therefore prohibited. However, all message posted in public forum, such as newsgroups or listserv, may be copied subsequent communications so long as proper attribution is given.
- j. Use of Network for Illegal Activities: Illegal activities, including but not limited to tampering with computer or software, unauthorized entry into computers or knowingly vandalize or destroy computer files, are prohibited. These activities may be considered crimes under State and Federal and subject the user to prosecution under such law.
- k. Interfering with the Network Operations: Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means will be prohibited. If a user is found performing any of these functions without permission, disciplinary action will be taken.
- l. Interfering with Files: Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the system administrator is prohibited. If a user is found performing any of these functions with permission, disciplinary action will be taken.
- m. Unauthorized Software: The use of unauthorized software is prohibited. To reduce the risk of spreading a computer virus or damaging the network, users shall not install software on any DCS equipment. Software installation will be the sole responsibility of the system administrator or designee.
- n. Computer Viruses: "Computer viruses" are programs that have been developed as pranks and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, users shall not import files from unknown or disreputable sources. Deliberate attempts to degrade or disrupt any computer system or network on the Internet by spreading computer viruses is considered criminal activity under State and Federal law and may subject the individual to prosecution under these laws as well as school disciplinary action.
- o. Responsibility for the User Account: All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no condition should an account holder give his/her password to another user.
- p. Impersonation and Anonymity: Impersonation and/or anonymity are prohibited. Real name shall be used at all times; pseudonyms are not allowed. Individuals must take responsibility for their actions and words.
- q. Revocation of Use Privilege: A user account pursuant of this Policy is a privilege that may be revoked in the event of a breach of the provisions set forth above b an account user. Further, a breach of the terms of this Policy may be considered an act of insubordination and result in discipline of the account holder.