

ACCEPTABLE USE POLICY

I. Statement of Policy

- A. The New York Mills Union Free School District recognizes that access to information technology in school gives students greater opportunities to learn, engage, communicate, and develop skills, and encourages the use of such technology to assist students and staff with achieving academic success, college and career readiness, and lifelong learning. To that end, the New York Mills Union Free School District provides access to information technologies for student and staff use.
- B. At the New York Mills Union Free School District, information technology is used to increase communication, enhance student engagement, and assist students and staff in acquiring new skills. The devices, digital resources, and network infrastructure provided are also utilized to provide relevant school information to a global community.

II. Purpose

In general, “acceptable use” means respecting the rights of other information technology users, the integrity of provided resources and equipment, and all pertinent license and contractual agreements. This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that users are expected to follow when using New York Mills Union Free School District information technology resources.

III. Definitions

- A. The term “device,” as used in this policy, refers to district owned/leased, staff owned, and student owned computing devices, including but not limited to computers, tablets, other Internet-enabled devices, cellular phones, or any similar electronic device that can access either the New York Mills Union Free School District network or an independent Internet connection.
- B. The term “information technology resources,” as used in this policy, is defined as, but not limited to, wired and wireless computer networks, Internet and on-line communication services, email and other digital resources, other related hardware, software, servers, services and network infrastructure.
- C. The term “users,” as used in this policy, is defined as New York Mills Union Free School District students, staff, or any other individuals who have been granted access to New York Mills Union Free School District information technology resources.

IV. Scope of Technology Policies

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- A. Policies, guidelines and rules refer to all information technology resources and devices owned by, leased by, in the possession of, or being used by students or staff that are operated on the grounds of any district facility, or are connected to any other district information technology resource or device by any means.
- B. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed. When other New York Mills Union Free School District policies are more restrictive than this policy, the more restrictive policy takes precedence.

V. Explanation of Guidelines

- A. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with this policy and use good judgment in their use of the resources provided.
- B. Users 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 rights of privacy created by federal and state law.
- C. Information technology resources and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use must not interfere with employee's job performance or student's instruction, must not violate any of the rules contained in this policy, and must not damage the school's information technology resources.

VI. No Expectation of Privacy

Any and all computerized files or data created or stored on any District information technology resources or devices are the property of the New York Mills Union Free School District. At any time and without prior notice, the New York Mills Union Free School District reserves the right to monitor, inspect, copy, review, and store any and all usage of information technology resources and/or devices, as well as any information sent or received in connection with said usage. Users do not have any expectation of privacy regarding usage of servers or other services provided by the New York Mills Union Free School District. Any information disclosed or held on District information technology resources may also be accessed pursuant to FOIL.

VII. Guidelines

A. Netiquette

The New York Mills Union Free School District recognizes that use of information technology resources must be consistent with the purpose, goal, and mission of the

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district. It is imperative that staff, students, and guests conduct themselves in a responsible, decent, ethical, and polite manner while using information technology resources. Users should always use the Internet, network, and online sites and resources in a courteous and respectful manner.

Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

B. Email

New York Mills Union Free School District may provide users with email accounts for the purpose of school-related communication. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and/or archived.

C. Mobile Devices

The New York Mills Union Free School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off of the school network as when on the school network. Use of school-issued mobile devices may be monitored both on and off of the New York Mills Union Free School District network.

Users are expected to treat loaned or assigned devices with extreme care and caution. Users should report any loss, damage, or malfunction to Information Technology Department staff immediately. Users or parents/guardians may be financially accountable for any damage resulting from negligence or misuse.

D. Personally Owned Devices

Students shall keep personally owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or under the supervision of a teacher or staff for educational purposes.

Personally-owned devices shall only be connected to specific wireless networks as determined by the Information Technology Department. Only hardware approved by the Information Technology Department is to be connected to all other wired and

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wireless networks. Direct physical connection to the district network or unauthorized connection to other wireless networks is expressly prohibited.

E. Security

Prudent use of the New York Mills Union Free School District's finite and shared information technology resources is expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code, program, or computer file designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system, or software.

Users are expected to take reasonable safeguards against the transmission of security threats over the New York Mills Union Free School District network. This includes not opening or distributing infected files or programs and not opening email attachments, files or programs of unknown or untrusted origin.

If users believe a computer or mobile device might be infected with a virus, spyware, or malware, they must alert the Information Technology Department. Users shall not attempt to address the issue themselves or attempt to download any programs to resolve the problem.

F. Downloads

Users should not download or attempt to download or run executable (e.g., .exe, .bat, or .app) programs over the school network or onto school resources without express permission from the Information Technology Department. All software must be approved and installed by the Information Technology Department.

G. Fair Sharing of Resources

The New York Mills Union Free School District expects to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of resources does not degrade performance for other users or result in excessive costs. The information technology resources are shared and are limited, requiring that resources be utilized with consideration for others who also use them. Use of any automated processes to gain technical advantage over others is expressly forbidden.

The New York Mills Union Free School District may set limits on an individual's use of a resource through quotas, time limits, and other mechanisms.

H. Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without

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adult permission. Users should recognize that communicating over the Internet brings associated risks, and should carefully safeguard the personal information of themselves and others.

I. Instruction

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer “home pages” and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research related to the District curriculum. As much as possible, access to the District’s computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

VIII. Examples of Acceptable Use

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that is expected offline.
- Treating school resources carefully, and alerting staff if there is any problem with their operation.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if threatening, inappropriate, or harmful content (images, messages, posts) are seen online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of yourself and others.
- Helping to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using New York Mills Union Free School information technology resources.

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IX. Examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful.
- Posting personally-identifying information, about yourself or others.
- Using language online that would be unacceptable in the classroom.
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
- Using school technologies for illegal activities or to pursue information on such activities.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Intentional viewing, downloading or distribution of inappropriate, obscene, vulgar and/or indecent or offensive materials.
- Copying or “ripping” a CD you personally own, and storing the files on New York Mills Union Free School District information technology resources or devices.
- Storing personal photos, music, movies or unauthorized software on New York Mills Union Free School District information technology resources or devices.
- Intentionally wasting limited network or bandwidth resources.
- Using school technologies to send unauthorized and unsolicited email messages (“spam” or chain mail).
- Employing the network or information technology resources for commercial use, individual profit or gain, business advertisement, or political lobbying purposes.
- Giving your username or password to any other user, or using the username or password of another user to access any information technology resource.
- Attempting to use another individual's account, or attempt to capture or guess other users' passwords.
- Trying to find ways to circumvent the school's safety measures and filtering tools.
- Attempting to hack or access sites, servers, or content that isn't intended for your use.
- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Using tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.), or possessing and/or distributing any software tools designed to facilitate any of these actions.

This is not intended to be an exhaustive list. Users should use their own good judgment when using New York Mills Union Free School District information technology resources.

X. Limitation of Liability

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- A. The New York Mills Union Free School District makes no warranties of any kind, implied or expressed, that the services and functions provided through the New York Mills Union Free School District information technology resources will be error free or without defect. The New York Mills Union Free School District will not be responsible for damages that users may suffer, including but not limited to loss of data or interruption of service.
- B. The New York Mills Union Free School District, along with any persons or organizations associated with the New York Mills Union Free School District Information Technology Department, will not be liable for the actions of anyone connecting to the Internet through the New York Mills Union Free School District network. The New York Mills Union Free School District assumes no responsibility for any information or materials transferred or accessed from the Internet. The New York Mills Union Free School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the network. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the network.
- C. New York Mills Union Free School District users are ultimately responsible for all activity under their individually assigned user accounts, including but not limited to liability or damages caused by users who misuse equipment and/or networks. Authorized New York Mills Union Free School District users may not enable unauthorized users to access the network by facilitating the use of an information technology resource, or the use of a personal computer or device that is connected to the New York Mills Union Free School District network.
- D. While New York Mills Union Free School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- E. New York Mills Union Free School District will not be responsible for damage or harm to persons, files, data, or hardware.
- F. Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their child's inappropriate or illegal activities on the New York Mills Union Free School District network. Parents and guardians agree to reimburse New York Mills Union Free School District for any expenses or damages incurred in the use of district owned information technology resources or devices.

XI. Violation of this Acceptable Use Policy

- A. Student violations of this policy may have disciplinary repercussions pursuant to the Code of Conduct including, but not limited to:

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- Suspension of network, technology, or computer privileges
 - Notification to parents
 - Detention or suspension from school and school-related activities
 - Legal action and/or prosecution
- B. Students who use information technology resources inappropriately may lose their access privileges and may face additional disciplinary and/or legal action.
- C. Staff members who engage in unacceptable use may lose access to New York Mills Union Free School District information technology resources and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys District data or property stored on the New York Mills Union Free School District information technology resources.

XII. User Access and Authorization

- A. Access to information technology resources and the Internet provided by the New York Mills Union Free School District is a privilege, not a right, and that access entails responsibility. Students, parents, and staff shall be required to read the New York Mills Union Free School District Acceptable Use Policy and sign and return the appropriate agreement form prior to being provided access to District information technology resources. All such agreements shall be kept on file in the District office.
- B. The New York Mills Union Free School District authorizes the Superintendent to develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purpose and mission of the New York Mills Union Free School District as well as with applicable laws and policy.
- C. Students who leave or graduate from New York Mills Union Free School District and staff who leave the employ of the district may not maintain user accounts for New York Mills Union Free School District information technology resources nor have access to District equipment.

New York Mills Union Free School District

Cross Ref: 5301, Internet Safety Policy
5305, Social Media and Electronic Device Policy
5302, Use of Security Video Cameras
5303, Information Security Breach Policy

Adopted: 10/01/96

Revised: 05/07/02, 02/05/13, 07/07/15

Reviewed: 01/06/15

Regulation

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AGREEMENT FOR STUDENT USE OF DISTRICT INFORMATION TECHNOLOGY RESOURCES

In consideration for the privilege of using the New York Mills Union Free School District's information technology resources, I am confirming I have been provided with a copy, read, understand and will abide by the Acceptable Use Policy. I agree to adhere to any changes or additions later adopted by the District and any related policies and regulations.

I understand that failure to comply with these policies and regulations may result in the loss of my access to information technology resources of the New York Mills Union Free School District and may in addition result in the imposition of discipline under the Acceptable Use and Code of Conduct Policies. 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 suite in civil court pursuant to General Obligations Law Section 3-112 against my parents or legal guardians if I will fully, maliciously or unlawfully damage or destroy District property.

Print or Type Student's Name: _____

Student Signature

Date

Parent/Guardian Signature

Date

New York Mills Union Free School District

Adopted: 10/01/96

Revised: 05/07/02, 02/05/13, 07/07/15

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