

Ardsley Union Free School District

ACCEPTABLE USE POLICY FOR INSTRUCTIONAL TECHNOLOGY

The Ardsley Union Free School District is committed to optimizing student learning and teaching, and employee performance and productivity. The district considers access to a computer network, including the Internet, to be a powerful and valuable tool to enhance education, research, productivity, and communication, and requires the use of computers and computer-related technology throughout the District.

As a user of technology, I understand and agree to follow the rules of the Acceptable Use Policy in all of my work with and any digital device, (computers, tablets, e-readers, cameras) and Internet resources in the Ardsley School District:

- Access to the District's computer network and equipment is provided solely for educational purposes and research consistent with the District's mission and goals.
- Use of the District's computer network and equipment is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual is issued a network account with a unique login name and password. Passwords must not be shared with any other student or staff member. Teachers of students who need support in remembering or using their passwords may have access to this information.
- All network users are expected to abide by the accepted rules of network etiquette. This includes being polite and using only appropriate language as defined by [Children's Internet Protection Act](#) (CIPA) guidelines. Abusive language, racism, sexism, vulgarities and swear words are all inappropriate (*11 protected classes*).
- All student use of the District Network/Internet system or personal cell phones, laptops, iPads or other digital devices while on campus is subject to the provisions of the [Code of Conduct](#).
- The District requires that students and staff using their own personal devices at school have up-to-date virus protection and operating systems before being connected to the network. The District is not responsible if a device is damaged in any way, misplaced or stolen, and will not offer any restitution for loss. The District does not insure personal equipment nor will the District provide repairs or maintenance for it.
- Network users identifying a security problem on the District's network must promptly notify the appropriate teacher, administrator or technology coordinator.
- Users who violate these rules and regulations may have their network use privileges suspended or revoked and may be subject to appropriate school disciplinary action consistent with the [Code of Conduct](#) and state and federal laws and regulations.
- Any network user identified as a security risk or having a history of violations of District computer use guidelines may be denied access to the District's network.

- Any user who is suspected to have engaged in an illegal activity while using the network may be referred to the appropriate legal authorities.

Internet / World Wide Web / Social Networking / E-mail Access

Within reason, freedom of speech and access to information will be honored. Users should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use to block content as specified in the [Children's Internet Protection Act](#), but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Ardsley School District believes that the benefits to students accessing the Internet and using social networking resources outweigh the disadvantages. By using these resources responsibly, opportunities for collaboration provide the skills that young people need for success in college and careers. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Prohibited Activity and Uses

The following is a list of prohibited activities for all staff and students. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network:

- Using the network for commercial activity, including advertising infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the District computer network;
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material;
- Using another user's account or password;
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail
- Forging or attempting to forge e-mail messages;
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network;
- Students and staff may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates, colleagues or others in their community. This is unacceptable behavior known as cyberbullying and will not be tolerated;
- Users must comply with the "fair use" provisions of the United States Copyright Act of 1976, as amended. "Fair use" in this context means that the copyrighted materials of others may be used only for scholarly purposes, and that the use must be limited to brief excerpts;
- Users may not copy any copyrighted or licensed software from the Internet, from the network or from another user without the express permission of the copyright holder: Software must be purchased or licensed before it can be legally used;
- Extensively using electronic resources for non-educational activities. The District's network may be used by staff in this context if its use is:

- Done on their own time;
- Incurs no additional expense to the District;
- Does not interfere with District operations;
- Does not violate District standards for ethical conduct.

No Privacy Guarantee

Users of the District’s computer network should not expect, nor does the District guarantee privacy for electronic mail (e-mail) or any use of the District’s computer network. The District reserves the right to access and view any material stored on District equipment or any material used in conjunction with the District’s computer network.

PLEASE SIGN THE FORM BELOW AND RETURN TO THE PRINCIPAL’S OFFICE

Ardsley School District Network User Agreement

I understand and will abide by the provisions and conditions of the District’s Acceptable Use Policy. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. As a condition of network use I am obligated to report any use of the District technology systems in a manner inconsistent with or in violation of the Terms and Conditions listed above.

Student Name: _____
(please print)

Grade: _____

Student Signature: _____

Date: _____

Parent Name: _____
(please print)

Parent Signature: _____

Date: _____