

Marcellus Central School District
Internet/Network Acceptable Use Policy
Employee Form

Marcellus Central School District Internet/Network Acceptable Use

An Introduction:

The Internet/Network is provided for students, teachers, and other users to conduct research and communicate with others. Access to network services will be provided to students, teachers, and other users who agree to act in a considerate and responsible manner. The *Internet/Network Acceptable Use Agreement Form* is a written agreement, signed by students/parents, staff, and other users, outlining the terms and conditions of the Internet/Network Acceptable Use Regulations. Anyone wishing to use the District's Internet/Network connection is required to sign the District's *Internet/Network Acceptable Use Agreement Form*. The complete regulation may be found in Board Policy Regulation 6470.

The Internet is an electronic highway connecting computers in the District and thousands of computers all over the world with millions of individual subscribers. Depending on the school site, students, teachers, and other users have varying levels of access to:

- 1) Graphical access to the World Wide Web.
- 2) Information and news from agencies such as NASA, the U.S. Weather Bureau, Smithsonian Institution, universities and colleges as well as the opportunity to correspond with experts in many fields from around the world;
- 3) Many university library catalogs, The Library of Congress, and ERIC (a large collection of information relevant to educators and students);
- 4) Public domain software and graphics of all types for educational use;
- 5) Electronic mail (e-mail) communication with people all over the world; and
- 6) Discussion groups on a wide range of topics ranging from Aardvarks to Zen Buddhism.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Some of the precautions the Marcellus Central School District is taking to restrict access to inappropriate materials include:

Internet Filtration System
Password Protection
Employee, student/parent authorization forms for independent usage
Training for all users

It must be noted that on a global network it is impossible to control all materials and an industrious user may discover information that some may find inappropriate, offensive, or controversial. We, the Marcellus Central School District, firmly believe that access to the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, smooth operation of the network relies upon users exercising proper conduct and adhering to strict guidelines. These guidelines are provided here so that users are aware of their responsibilities. In general this requires efficient, ethical and legal utilization of the network resources.

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There are two kinds of Internet/Network usage. *Guided Use* is available for all students. *Independent Use* is available for students with parental permission in Grades 4-12.

Guided Use (Students, Grades K-12)

Any student may use the Internet/Network under the direction of a teacher. Connection sites will be controlled by that teacher.

Independent Use (Students, Grades 4-12)

The student will be able to explore other educationally related sites on the Internet only with:

- A prior written permission form signed by the parent(s) or guardian(s).
- The student's signature on the AUP indicating his/her understanding of the appropriate use of the Internet.
- A specific educationally-related project to work on.

Following are some examples of inappropriate use of the Internet that will help your child understand what is not ok.

1. Sending or displaying offensive messages or pictures.
2. Using obscene language or profanity.
3. Harassing, insulting or attacking others.
4. Engaging in the promotion of violence.
5. Engaging in racial, gender or other slurs.
6. Receiving or transmitting information pertaining to dangerous materials such as bombs, automatic weapons, or any illicit firearms, weaponry, or explosive devices.
7. Damaging computers, computer systems or computer networks.
8. Violating copyright laws.
9. Using anyone else's password(s) with or without their knowledge.
10. Trespassing in anyone else's folder(s), work or files.
11. Intentionally wasting limited resources or requesting unnecessary or lengthy material that ties up system resources.
12. Employing the network for commercial purposes.
13. Accessing chat services.
14. Visiting inappropriate sites.
15. Unauthorized use of school name or affiliation.
16. Misrepresentation of self or others.

It is understood that if an Internet user gains access to a site which is inappropriate the user must, without delay, back out of the site and report it to the teacher. A violation of this rule could result in a suspension from either Internet use or computer access.

Just as they are in classrooms or school hallways, students, staff, and other users are responsible for acceptable behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communications apply.

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Sanctions

Violations of this regulation may result in suspension or termination of access privileges, referral to the District Acceptable Use Policy Committee for further action, disciplinary action pursuant to the student conduct code and related policies, disciplinary action under personnel policies, and/or referral to law enforcement agencies.

Additional Regulations

The System Coordinator works with the building principals to ensure that teachers, staff and students in his/her school are knowledgeable about the Regulation, *Authorized Internet/Network Use*, and for providing the Student and Employee Authorized Internet/Network Use Agreement Forms.

Building principals are also responsible for ensuring that all Marcellus Central School District Internet users under their supervision (employees and independent student users) have signed the Student and/or Employee Authorized Internet/Network Use Agreement Forms prior to receiving Internet access. The Employee Authorized Use Agreement Forms will be kept on file at the Marcellus District Office.

In compliance with the Children's Internet Protection Act (CIPA) and regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet Safety Policy that ensures the use of technology protection measures (i.e. filtering or blocking of access to certain material on the internet) on all district computers with Internet access. The District will provide for the education of students regarding appropriate online behaviors including interacting with other individuals on social networking Web sites and in chat rooms, and regarding cyber bullying awareness and response.

Any electronic transmission deemed to be bullying that occurs outside of school that causes material disruption to the learning environment is subject to the provisions of the Student Code of Conduct.

Cyber Bullying: What is it?

Cyber Bullying is verbal harassment that occurs during online activities.

Cyber Bullying can take many forms. These are a few:

- ❖ A threatening e-mail.
- ❖ Nasty instant messaging session.
- ❖ Repeated notes sent to the cell phone.
- ❖ A website set up to mock others.
- ❖ "Borrowing" someone's screen name and pretending to be them while posting a message.
- ❖ Forwarding supposedly private messages, pictures, or video to others.

At least annually, **teachers** are responsible for explaining Usage Guidelines to all students (at Grades 4-12).

Some examples of appropriate Usage Guidelines are:

- 1) Use only their own Internet account;
- 2) Be polite and use appropriate language in their messages to others;
- 3) Not reveal their own or anyone else's personal address, phone number, or password;
- 4) Use the network in ways that do not disrupt the use of the network by other users; and
- 5) Not harm or destroy data of another user including the uploading or creation of computer viruses to the Marcellus Central School District computers/networks, or to other computers/networks that are connected to any part of the Internet.

Teachers are also responsible for providing the System Coordinator with the signed student Authorized Internet/Network Use Agreement forms.

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USAGE GUIDELINE

Marcellus Central School District provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. Marcellus Central School District uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Marcellus Central School District realizes this fact and takes every effort to monitor online activity.

Student Safety

Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/school/classroom websites without identifying captions unless the site is password protected.

Extended Safety K- 5

Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

Password Protection

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

Online Etiquette

Follow the guidelines of accepted behaviors within the school/student handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Messaging

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Podcasting

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

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Parents/guardians are responsible for discussing the *Student Authorized Use Form* with their students. By signing the agreement form, parents/guardians give their permission to the District to issue an Internet/Network account to their child.

All Marcellus School District Internet/Network Users (e.g., students, employees) are responsible for abiding by all the terms and conditions of this Regulation and accompanying regulations.

EMPLOYEE AUTHORIZED INTERNET/NETWORK USE AGREEMENT FORM

Please read this document carefully before signing

All Marcellus Central School District Internet/Network users are required to sign the *Authorized Internet/Network Use Agreement Form* and to abide by the terms and conditions of this Regulation and the corresponding regulations. The District does not authorize any use of the Internet/Network that is not conducted strictly in compliance with this Policy and/or Regulation. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

The District believes that the Internet/Network offers vast, diverse, and unique resources for students, teachers, and other users. The District's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The District may not be able to technologically limit access to services through the District's Internet/Network connection to only those who have been authorized for the purpose of instruction, study, and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet/Network which the District has not authorized for educational purposes. Parents/guardians are also advised that communications on the Internet/Network are not censored by the District. By participating in the use of the Internet/Network, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet/Network.

Users who disregard the District's *Authorized Internet/Network Use Policy* and Regulations may have their use of privileges suspended or revoked. Users granted access to the Internet/Network through the Marcellus Central School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet/Network not authorized by District Policy and/or Regulation.

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EMPLOYEE AUTHORIZED INTERNET/NETWORK USE AGREEMENT FORM

Please read this document carefully before signing.

School/Department _____

Principal/Supervisor _____

Please read this document carefully before signing.

All Marcellus Central School District Computer Internet/Network users are required to sign the *Authorized Internet/Network Use Agreement Form*. The Board of Education does not authorize any use of the Internet/Network that is not conducted strictly in compliance with Policy and/or Regulations. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

As an employee of the Marcellus Central School District, I have been informed of the *Authorized Internet/Network Use Policy* and/or Regulations, and *Employee Agreement Form*, and hereby agree to abide by all of the terms and conditions of this Policy and its accompanying regulations.

Name _____
(Please Print)

Signature _____ Date _____

Position being hired for:

- Administrator _____ Title: _____
- Full-time Staff _____ Title: _____
- Daily Substitute Teacher
- Long-Term Substitute Teacher* _____ Term End Date: _____
- Student Teacher* _____ Term End Date: _____
- Other Please specify: _____ Term End Date: _____

*If no end date is specified, account will be set up to expire in 30 days.

A temporary password will be assigned to you at the time of onboarding for your district accounts.

- ★ Please do not share your passwords with anyone for any reason, except the Technical staff.
- ★ Please do not store your passwords anywhere near your computer or where others could see them.
- ★ If you think someone knows your password, contact your SYSOP to have it changed immediately.

****District Office Use only****

Assigned temporary password _____