# TECHNOLOGY ACCEPTABLE USE POLICY
## *For Students*

The use of the Patchogue-Medford School District Technology is a privilege. It is expected that all individuals utilizing Technology provided by the District will undertake responsibility for their actions and words and respect the rights and privileges of others. Users need to familiarize themselves with contents of this policy in order to insure safe and educationally sound use of the District's Technology.  **Exemplary behavior is expected at all times.**

I.      Personal Safety

For safety reasons, individuals utilizing the Patchogue-Medford Technology are to exercise caution at all times.  The following will assist:

A.      Do not post personal contact information (e.g., address, telephone number, etc.) about yourself or any other person.

B.      Do not agree to meet with someone you have met online.  Any contact of this nature, or the receipt of any message you feel is inappropriate or makes you feel uncomfortable, should be reported to school authorities immediately.

C.      Use caution when utilizing technologies that are connected to the internet. Beware of the websites you visit as well as anything that you download.

D.      Do not signup or enter into any agreement with a third-party vendor.

II.     System Security

For security reasons, individuals utilizing Patchogue-Medford Technology are to demonstrate responsible Internet use at all times.  The following will assist:

A.      Be responsible for your individual account and take all reasonable precautions to prevent others from being able to access your account.  Under no condition should you provide access to your account to any other person (other than your parents or guardians). Refer to Board Policy 3803

B.      Should you see a security concern, immediately notify the Technology Department or supervisor.  Reports can be made through the StudentTechHelp email or calling the Technology Department directly. Contact information for the Technology Department is available on the District website.

C.      Personal devices should not be brought into the District. This includes but is not limited to: printers, laptops, desktops, tablets, iPads, routers, switches or cameras.

D.      Do not intentionally try to circumvent District security or filtering. This includes bringing in your own routers, switches, wireless routers, and or the installation of software on District devices to allow unfiltered access to the internet.

E.      Do not use the credentials of other students, teachers, or staff members to gain access to areas you do not have permission to with your own credentials.

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*For Students (Continued)*

III.     Legal Activities

Individuals utilizing Patchogue-Medford Technology are to adhere to the following:

A.     Do not attempt to gain unauthorized access to any computer system or go beyond the authorized access by entering another person's ID or accessing another person's files.

B.     Do not deliberately attempt to disrupt District Technology or destroy data by spreading computer viruses or by any other means

C.     Do not use District Technology to engage in any illegal act.

D      Do not utilize VPNS or masking software to circumvent security protocols instituted to protect the integrity of the Patchogue-Medford network.

IV.     Inappropriate Language

Individuals utilizing District Technology will conduct themselves in the same manner as expected within the school itself.  For example:

A.     Appropriate language is to be used at all times.  As within the school itself, obscene, profane, inflammatory, and/or threatening language is not to be used at any time.

B.     Do not post information that could cause danger or disruption.

C.     Do not engage in personal attacks, including prejudicial or discriminatory attacks.

V.     Respecting Loaned Technology
The District will provide every student with a loaned device to aid in their academic instruction. These devices are loaned to the student during their time as a student. It is expected that the student treat these devices with care and respect. Should the devices be mistreated, damaged, lost, or stolen, in accordance with the Student Code of Conduct, the student may face disciplinary actions or be required to pay a fee to repair the device.

| | |
|---|---|
| Cracked or Damaged LCD Display | $35.00 |
| Substantial LCD Display Damage | $50.00 |
| Broken or cracked casing | $25.00 |
| Substantial Keyboard Damage | $20.00 |
| Substantial Trackpad Damage | $20.00 |
| Lost Case | $25.00 |
| Lost/Stolen Laptop with Police Report | $50.00 |
| Lost Power Adapter | $20.00 |
| Intentional Destruction of Device | Full Replacement Amount $445.00 |

**Technology Acceptable Use Policy**
*For Students (Continued)*

The District will make an effort to provide a loaner device to the student should their device be damaged and require repair. Students that intentionally damage a device or do not pay the fee to repair the device will not be provided with a loaner device.

V.  Respect for Privacy

A.  Do not post private information, including but not limited to pictures of yourself or someone else.

VI.  Respecting Resource Limits

The District network is a limited resource.  Activity unrelated to the District on the network may cause unintentional problems such as system slowdown, stoppage, or "crashes."  Consequently, users are to adhere to the following:

A.  Use the system for educational and career development activities only.  There is no limit on use for education and career development activities.
B.  Do not post chain letters or engage in "spamming" (that is, sending an unnecessary message to a large number of e-mail addresses).

VII.  Plagiarism and Copyright Infringement

Individuals utilizing District Technology are to adhere to the following:

A.  Do not plagiarize work found on the Internet.  Plagiarism is the piracy of ideas or writings of others.
B.  Respect the rights of copyright owners.  Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright.  If a work contains language that specifies appropriate reproduction of that work, the expressed requirements are to be followed.  If unsure, permission from the copyright owner is required.  Direct any questions regarding copyright requirements to a teacher.
C.  Copyright violations may occur in all forms text, video and audio.
D.  Do not engage or assist in the distribution of copyrighted material.
E.  Do not create social networking sites that reference any District, building, club, sport team, employee(s) or student(s).

**Technology Acceptable Use Policy**
*For Students (Continued)*


VIII.    Inappropriate Access to Material

      A. Do not use District Technology to access material that is illegal, profane, or obscene or that advocates illegal acts of violence or discrimination toward other people.
      B. If you mistakenly access inappropriate information, you should immediately tell your teacher.  This will protect you against a claim of intentional violation of this policy.


IX.    Your Rights

      A. Search and Seizure
          You should be aware that the contents of your personal files on the District system may be monitored if a policy or legal infraction is suspected.  Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy and/or have engaged in illegal activity on the District's system.   An individual search will be conducted if there is reasonable suspicion that you have violated this policy.   The investigation will be reasonable and related to the suspected violation.
      B. Due Process
          In the event of a claim that a violation of this policy has occurred, an investigation will be conducted and appropriate disciplinary action will be taken, if necessary. Depending on the result of this investigation, additional restrictions may be placed on an individual's use of the District's Internet connection.  The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted though the District computer system.


The District makes no guarantee that the functions or the services provided by or through the District system will be error free or without defect.  The District will not be responsible for any damage suffered including, but not limited to, loss of data or interruptions of the system.  The District will not be responsible for financial obligations arising from unauthorized use of the system. The Patchogue-Medford School District reserves the right to log Internet use and monitor file server space utilization and access all network activity logs including but not limited to access of laptops, desktops, OneDrive Data and other District owned devices or resources.

**Technology Acceptable Use Policy**
*For Students (Continued)*

**(DISTRICT LETTERHEAD)**

**Dear Parent,**

**The District's Technology Acceptable Use Policy is posted on the District's website at www.pmschools.org, and is also available for review by parents or guardians on request. Parents, guardians, and students should review and are expected to be familiar with the Policy. All users of the District's Technology must understand that access is a privilege, not a right, and that access entails responsibility. All users are required to demonstrate appropriate conduct on school computers and Networks, just as they are required to adhere to the District's Code of Conduct when on school grounds or while involved in any school-related functions. Failure to comply with the District's Policy and Regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges. The Code of Conduct applies to all aspects of network use and communications.**

**By using the District's Technology, students agree to follow the District's Technology Acceptable Use Policy, the District's Code of Conduct, Technology Loan Agreement, and applicable District policy, regulations, and guidelines. Any misuse of the District's Technology should be reported to a teacher, supervisor, or other appropriate District personnel.**

**Sincerely,**

**Superintendent of Schools**

Policy Adopted:
    April 15, 1996
Policy Revised:
    May 23, 2000
    August 14, 2000
Policy Revised:
    September 24, 2001
Policy Reviewed:
    August 24, 2015
Policy Revised:
    August 29, 2016
Policy Reviewed:
    August 28, 2017
Policy Revised:
    April 23, 2018
Policy Reviewed:
    August 27, 2018

**Technology Acceptable Use Policy**
*For Students (Continued)*

Policy Revised:
    June 29, 2020
Policy Revised:
    June 28, 2021
Policy Revised:
    March 21, 2022
Policy Revised:
    August 21, 2023
Policy Revised:
    August 26, 2024

**Administrative Regulations**

## TECHNOLOGYACCEPTABLE USE POLICY
### *For Students*

1.    All students must accept the Technology Acceptable Use Policy which is provided digitally each time they log on to a District computer.

*"This computer is the property of the Patchogue-Medford School District and is for the use of authorized users only.*
*Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.*
*In the course of monitoring, individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.*
*Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.*
*Individuals using this system agree to Technology Use Policies 4410 and 6147 which are available on the Patchogue-Medford District Website.*

2.    Student use of the District's Network and Internet access is strictly limited to those that accept the policy upon log in.
3.    Students and parents should review the Technology Acceptable Use Policy which can be found on the Patchogue-Medford Schools website.

Regulations Adopted:
    September 24, 2001
Regulations Revised:
    April 23, 2018
Regulations Reviewed:
    June 29, 2020
Regulations Revised:
    June 28, 2021
Regulations Reviewed:
    August 21, 2023
Regulations Reviewed: