

APPENDIX D:

Dansville School District Acceptable Use Policy (AUP)

This policy may be amended at any time.

Legal Authorization: Education Law Sections 1604, 1709, 1804

Purpose

The Dansville Board of Education provides a computer system including the Internet to:

- promote educational excellence
- promote resource sharing
- promote innovative instruction
- promote communication
- prepare students to live and work in the 21st century

Teachers, other members of the instructional staff, and administrators are authorized to use the computer system and connections for instruction, professional development, training, research and communications related to curriculum. Students are also authorized to use the computer system for educational research and communication. The computer system includes all hardware, software, data communication lines and devices, terminals, printers, CD-ROM devices, tape driver, servers, server and personal computers, the Internet, email, local and wide area networks, and the use of wireless network with personal devices (BYOD/Bring Your Own Device).

Use of the system during school and professional hours must be (1) in support of education and or research, (2) for school business, (3) in support of the mission of Dansville Central School, and (4) in accordance with all Board of Education policies and state and federal regulations.

The computer system will also assist in sharing information with the local community including parents, local, state and federal government agencies, and businesses.

Access to the Dansville Central School computer system is a privilege and not a right. Violation of any of the provisions described below will result in disciplinary action.

District Responsibility

The technology staff shall provide the following services including but not limited to:

- Establishing individual and class accounts (server based and online)
- Setting quotas for disk usage on the system
- Devising a district virus protection procedure

Dansville Central School district will provide the following services including, but not limited to:

- Email accounts for staff and students in certain curriculum
- Internet access
- A filtering system

Acceptable Use

Effective performance of computer and telecommunication networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical, and legal utilization of network resources. Use of the Dansville School computer system must be consistent with the educational objectives and mission of the district.

Any employee or student who fails to comply with the terms of this policy or the regulations developed by the Superintendent may lose system privileges. Employees may also be disciplined by the Superintendent up to and including termination depending upon the nature of the violation of this policy or the implementing regulations. Students may be disciplined in accordance with the district Code of Student Conduct. Employees and students may

also be subject to appropriate legal action for violation of this policy or implementing regulations.

Each employee, student, and parent or guardian is advised of this Acceptable Use Policy and the DCSD Master Technology Plan. In addition it is posted on the DCSD Website, and upon login on district computers

This is not intended to be an exhaustive list. Students, parents or staff who have questions about prohibited activities are encouraged to contact a building administrator.

A. Illegal Activities

- Attempts to gain unauthorized access to accounts
- Use of an account not assigned to the individual
- Vandalism is not permitted and will be strictly disciplined
- Transmission of any material in violation of any law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
- Users will not plagiarize any materials from the Internet
- Users will not attempt to circumvent or bypass filtering system
- Users will not install or attempt to install any updates or upgrades to computer software
- Users will not install software on computers

B. System Security

- Network accounts shall be used by authorized owners only
- Passwords should be kept private and changed frequently
- Users will immediately notify the instructor in charge if they have identified a possible security problem

C. Inappropriate Language

- Students and employees will conduct themselves in a manner that is appropriate and properly represents Dansville School District while online
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is expressly forbidden
- Information will not be posted that, if acted upon, could cause damage or a danger of disruption
- Users will not harass or otherwise engage in personal attacks
- Users will not participate in any form of cyber bullying

D. Inappropriate Use of System

- Use of IRCs (Internet Relay Chats, or similar services) is prohibited
- Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited
- Users will not download large files unless absolutely necessary
- Users will not use excessive data storage or network bandwidth
- Users will not engage in spamming
- Educational games will be permitted at the discretion of the instructor providing that the student is passing and all school work is complete.
- Users shall not use proxy sites, services, or programs to bypass internet filtering

E. Personal Safety (Restrictions are for students only)

- Personal information such as addresses, phone numbers, financial information, or non-district e-mail addresses shall not be included in network communications
- Students will not agree to meet with someone they have met online through the school computer system
- Students will promptly notify the instructor in charge if they receive any message that is inappropriate, offensive or makes them feel uncomfortable
- Personal email usage during school hours is expressly prohibited
- Students using personal devices are still subject to all school rules and regulations

Limitation of Liability

The Dansville School District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered while on the system. These damages may include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Further, the district is not responsible for any unauthorized charge or fee

resulting from use of the school computer system.

Right of Privacy

Employees and students have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in the Dansville School computer system.

Parental Notification and Responsibility

The Dansville Central School District will notify parents and legal guardians about the computer systems and the Board of Education Policy and Regulations governing its use. A parent who does not want their child(ren) to have access to the Internet and/or email should contact the school principal. Parents and legal guardians have the right to revoke their permission and terminate the student's Internet access at any time. *The school will provide information to the parents about the filtering software.*

There is a wide range of material available on the Internet, some of which may not fit the values of particular families. It is not possible for the school district to monitor and enforce social values in student use of the Internet. Further, the school district recognizes that parents bear the primary responsibility for transmitting their particular set of family values to their children; therefore, the school encourages parents to specify to their child(ren) what material is and is not acceptable.

Violations/Due Process

The Dansville Central School District will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the computer system. In the event that there is an allegation that a student or employee has violated the district's Acceptable Use Policy or the provisions of this regulation, the student or employee will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the Dansville Code of Conduct and may include the following:

- Removal from the network
- Suspension
- Law enforcement involvement

Search and Seizure

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, the Code of Student Conduct, or School Board Policy. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

System users have no right of privacy and should have no expectation of privacy in materials sent, received or stored in school owned computers or on the district computer system.

Glossary

Term	Description
Harassment	Persistently acting in a manner that distresses or annoys another person.
Plagiarize	To take the ideas or writing of others and presenting them as if they were original to the user.
Spamming	Sending an annoying or unnecessary message to a large number of people.
Vandalism	Any attempt to harm or destroy data of another user, agency or network including uploading, downloading, or creating computer viruses.

What is Blocking/Filtering Software:

Blocking/Filtering software is a mechanism used to:

- restrict access to Internet content, based on an internal database of the product, or:
- restrict access to Internet content through a database maintained external to the product itself, or:
- restrict access to Internet content to certain ratings assigned to those sites by a third party or;
- restrict access to Internet content by scanning text, based on a keyword or phrase or text string, or;
- restrict access to Internet content by scanning pixels, based on color or tone, or;
- restrict access to Internet content based on the source of the information

Full Dansville Master Technology Plan on the District Website: Click on Departments, Computer Technology
Dansville District Policy #4525: https://boardpolicyonline.com/?b=dansville_central