

**The Webutuck Information System
Acceptable Use Guidelines
And Internet Safety Policy for
Employees**

The Webutuck Information System refers to the collection of school computers, programs, and other computer devices used to provide computer services to the entire school system. This system supports legitimate and authorized academic, instructional, research, administrative, and recreational computing. The information system includes computers located in the library - media centers, classrooms, and offices. A large part of the system is connected together by a cabling system that expands the connections between classrooms and offices into a single network. In addition to providing local resources, the information system provides access to the Internet and the World Wide Web, a global network of computers.

The following pages describe the rules and regulations required when using the Webutuck Information System and summarize the Board Of Education Policy #+103B posted on January 12, 1998 and updated April 23, 2002.

Please read and sign this document and return it to the school as soon as possible. Your signatures on this sheet signify that you have read and understood the Webutuck Information System Acceptable Use Guidelines.

Faculty and Staff Name (print): _____

Faculty and Staff Signature: _____

Date: _____

GUIDELINES FOR THE WEBUTUCK INFORMATION SYSTEM ACCEPTABLE USE POLICY

The Webutuck Information System is maintained for the use of the entire school community of students and staff for legitimate academic, instructional, research, administrative and recreational uses. Users of the information system and the school network enjoy certain rights and privileges. These rights and privileges include:

1. Privacy: - Users of the network have a right to privacy in their e-mail. However, if there is a reasonable suspicion that a user is in violation of this policy or guidelines, a system administrator or teacher may need to gain access to and inspect private files. An attempt will be made to notify the user of such inspections when possible.
2. Equal Access: -All members of the Webutuck School Community are granted free and equal access to as many network services as technology allows. Exploration of the Internet and other resources is encouraged.
3. Safety: -
 - A. Users are instructed not to give out their home address, phone number or passwords.
 - B. Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.
4. Content of Information Residing on Other Systems on the Internet - Making the Internet available to students carries with it the potential that users may encounter information that some consider as controversial, offensive or of potential harm. For example, some systems may contain defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive or illegal material. Because information on the Internet appears, disappears and changes, creating and maintaining a "safe environment" is impossible. The School District does not condone the use of such materials and does not permit the use of such materials in the school environment.
5. Intellectual Freedom: - Within the framework of responsibilities listed below, the network is a free and open forum for expression, including viewpoints that are unorthodox or unpopular. Considerate and respectful disagreement is welcome.
6. The School District does not officially endorse any opinions stated on the network and any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the School District or its staff members.

Adopted January, 1998 Updated April, 2002

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The responsibility of users includes:

1. Use of appropriate Language - All users should use language appropriate for school situations as is required in all other areas of school life. Profanity, obscenity, vulgar or sexually offensive language is prohibited. Offensive or inflammatory speech (referred to as "flaming" on the Internet) is disrespectful of the rights of others and, as such, violates a major school rule.
2. Accessing or Downloading Offensive or Sexually Explicit Material is prohibited, as is behavior that is hateful, defamatory or harassing. This responsibility may be seen by some as a limitation on "Intellectual Freedom" (#5 in rights and privileges, above). Remember that you are using the School resources and that your e-mail and data files will be identified on the Internet as emanating from Webutuck Central School District. Therefore, you are, in that regard, an ambassador of the School District. If you need complete electronic freedom of speech, then you need to create and pay for your own e-mail service and utilize it outside of school.
3. Although the District employs an Internet Filter, no filter is perfect. If a user encounters material that is not acceptable s/he should report it immediately to the teacher in charge, or in the case of an adult, to the Technology Director or in his/her absence the building administrator. All incidents must be ultimately reported to the building administrator.
4. Content of Speech - Users must respect the rights of others and be mindful of the age and maturity of those with whom they are communicating. Speech communicated by users shall not be defamatory (comprised of injurious falsehoods, whether or not stated maliciously, with reckless disregard for the truth or where the communication is not about a public figure, just false), threatening, profane, obscene, sexually offensive or racially offensive. If you are the victim of a personal attack, the incident should be brought to the attention of your teacher or the system administrator.
5. Copyright - Users must respect copyright issues regarding downloading and use of software, retrieval and citing of information, and attributing of authorship. The unauthorized copying or transfer of copyrighted materials may be considered a crime under State and Federal law.
6. Plagiarism - Users should exercise care not to take ideas or writings from other individuals and offer them as their own. Correct attribution must be given to the author or the creator of the idea.

7. Use of Network for Illegal Activities - Illegal activities, including but not limited to libel, unauthorized entry into a computer or user account ("hacking"), vandalism, destruction of computer files, tampering with computer hardware or software, are prohibited. These activities may be considered as crimes under State and Federal law.
8. Advertisement Solicitation and Business Use - Users shall not publish information containing any advertising, or solicitation of others to use goods and services, nor use the system to conduct business.
9. Computer Viruses - "Computer viruses" are programs that have been developed as pranks and can destroy valuable programs and data. Users must avoid the deliberate or inadvertent spread of computer viruses. To reduce the risk of spreading viruses, do not import files from unknown or disreputable sources, or add any software to the network.
10. Responsibility for the User Account - Users must work only in his/her account and must take responsibility for all activities on that account. Violations of this policy that can be traced to an individual account will be treated as the sole responsibility of the owner of that account.
11. Impersonation and Anonymity are prohibited. Real names shall be used at all times; pseudonyms are not allowed. Users must take responsibility for their own actions and words.
12. Changes to any Settings and Adding any Software to the Information System is prohibited. The School District's workstations must remain consistent and stable so that novice users can become familiar with system protocols and teachers can predictably prepare assignments.
13. Exemplary Behavior is Expected on "Virtual" Field Trips. When "visiting" locations on the Internet, users of the Webutuck Information System must conduct themselves as representatives of the School District and act according to all guidelines set forth in the School's handbook and District policy.

A USER ACCOUNT IS A PRIVILEGE THAT MAY BE SUSPENDED OR REVOKED IN THE EVENT OF A BREACH OF THE PROVISIONS SET FORTH ABOVE.

A BREACH OF THE TERMS OF DISTRICT POLICY AND THESE GUIDELINES MAY BE CONSIDERED AN ACT OF INSUBORDINATION AND RESULT IN DISCIPLINE OF THE USER

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