

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES  
(ACCEPTABLE USE POLICY)**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems and the Internet. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

**Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

**Standards of Acceptable Use**

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be District property subject to the District's control and inspection. The Information Services Manager may access all such files and communications without prior notice to ensure system integrity and that users are complying

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with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

**Examples of Unacceptable Use:**

- a) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- b) Use of obscene or vulgar language.
- c) Harassing, insulting, bullying, threatening or attacking others.
- d) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- e) Using unauthorized software on the DCS.
- f) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the Information Services Manager.
- g) Violating copyright law, including the illegal file sharing of music, videos and software.
- h) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- i) Disclosing an individual password to others or using others' passwords.
- j) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/r federal, state and local law or regulation.
- k) Revealing personal information about oneself or of other students including disclosure of home address and/or telephone number, except for college and /or college applications.
- l) Using any LCSD computer of the DCS to pursue that breaking of computer and/or network security also referred to as "hacking".
- m) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.
- n) Using the Lancaster name or logo, unless given expressed authorized permission by the Superintendent.

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**Student Email**

LCSD provides the use of student email for students as an effective way to improve communications between faculty members, administrative staff, outside resources for related school assignments, and fellow students to collaborate on school activities. LCSD will provide students with filtered, monitored email accounts for the purpose of facilitating educational communications. Use of the District's email system is a privilege. The account may be revoked is used inappropriately.

**Expectation for Acceptable Use**

1. All student Electronic Mail (email) accounts are property of LCSD. A student's email account will be removed from the system after his/her graduation, if he/she leaves the school district, or commits any of the infractions outlined below.
2. Student email will comply with the Children's Internet Protection Act through the use of active content filtering and monitoring. Student email accounts are intended for educational purposes only. Messages posted on the District's email system cannot cause disruption to the school environment or normal and acceptable school operations.
3. Use of the email system will align with the District's Code of Conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility.
4. It is the responsibility of students to maintain the confidentiality of the student email account information. Students will not share usernames, passwords, or other account information. Students are responsible for messages sent from their accounts. Students will report any possible unauthorized use of their accounts to a teacher, administrator or district official immediately. Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use email to share any personal information, except in the case of college and/or scholarship applications.
5. Electronic mail sent or received on the LCSD system is not confidential. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

**Student email may not be used in the following ways:**

1. Unlawful activities
2. Commercial purposes

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3. Personal financial gain
4. False identity in email communications
5. Misrepresentation of the Lancaster Central School District
6. Distribution of electronic chain letters or unsolicited mass communications
7. Disruption, corruption or obstruction of electronic email communications

**Students who Violate the Acceptable Use Policy and any Corresponding Regulations may be Subject to the Following Consequences:**

- a) Suspension from and/or revocation or student access to the DCS. A student assigned a suspension from the DCS is not entitled to a full hearing pursuant to Education Law section 3214. A student and the student's parent, however, will be provided with the opportunity for an informal conference with the administrator imposing the suspension to discuss the conduct and the penalty involved.
- b) Suspension from school and District activities, as determined in accordance with appropriate due process procedures (Education Law section 3214).
- c) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures, as well as federal, state, and local law (Education Law section 3214).
- d) Legal action may be brought if District property, including the DCS, is damaged or destroyed.
- e) When applicable, law enforcement agencies may be involved.

**Notification**

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Student access to the DCS will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. The District will establish procedures to define the process by which parents may submit a written request to deny or rescind student use of the DCS in accordance with Commissioner's Regulations and/or District policies and procedures.

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NOTE: Refer also to Policy #8271 -- Children's Internet Protection Act: Internet Content  
Filtering/Safety Policy  
#7316 -- Use of Internet-Enabled Devices During the School Day  
*District Code of Conduct*

Adopted: 6/8/15