



## CAMPBELL SAVONA CENTRAL SCHOOL DISTRICT

### ACCEPTABLE USE POLICY for COMPUTER TECHNOLOGY

#### **Overview**

With Computer Technology comes an electronic network which provides vast, diverse and unique resources. Our goal is to provide teachers, staff, and students with up-to-date computer technology including access to the Internet. We believe, however, that the use of this technology within the Campbell Savona Central School District is a privilege, not a right, and that certain guidelines must be adhered to.

#### **Guidelines**

##### **A. Educational Purpose**

1. Internet access has been established for educational purposes only, which include classroom activities, career development, and educational research projects consistent with Campbell Savona Central School District policy.
2. Students may not use the Internet for commercial purposes. Students may not offer, provide or purchase products or services through the Internet.
3. Students may not use the Internet for e-mail purposes unless it is involving an educational project and the students are under the guidance of a classroom teacher.

##### **B. Student Access**

1. All students will have access to the Internet World Wide Web information resources wherever available. Students in grades K -12 using the Internet will be under adult supervision.
2. All students will have access to computer technology.
3. Access to the Internet and to district computer technology is not a right but a privilege and unacceptable usage will result in revoking this privilege.
4. Students will have e-mail access only under supervision.

## **C. Unacceptable Uses**

### **1. E-mail and the Internet**

- a. Students will not post personal contact information about themselves or other people. Personal contact information regarding home addresses, telephone number, school address, work address, etc.
- b. Students will not agree to meet with someone they have met on-line.
- c. Students will promptly disclose to their teacher or other school employees any message they receive that is inappropriate.
- d. Chatrooms and bulletin boards will only be used with the permission of the classroom instructor.

### **2. Software**

- a. Students **will not** download software from the Internet.
- b. Students will not make illegal copies of District software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.
- c. Students will not load software from floppies, CD-ROM, or external hard drives.

### **3. Inappropriate Activities**

- a. Students will not attempt to gain unauthorized access to any other computer system through the Internet access, or go beyond authorized access. This includes attempting to log through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
- b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use the Internet to engage in any other illegal act, such as arranging for the sale or purchase of illegal drugs which includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of person(s), etc.

#### **4. System Security**

- a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should one provide their password to another person.
- b. Students will immediately notify an administrator or teacher if they have identified a possible security problem.
- c. If a student detects a security problem, that student will not identify this problem to anyone other than those specified above.
- d. Any user identified as a security risk may be denied access.

#### **5. Inappropriate Language**

- a. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Students will not post information that could cause damage or a danger of disruption to the computer network.
- c. Students will not engage in personal attacks, including those that are prejudicial or discriminatory.
- d. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student will do so.

#### **6. Respecting Resource Limits**

- a. Students will use the system only for educational and career development activities.
- b. Students will not download files to the computer unless approved by a supervising adult.

## **7. Plagiarism and Copyright Infringement**

- a. Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not a work can be used, permission should be requested from the copyright owner. If in doubt about copyright status, consult with a teacher or librarian.

## **8. Access to Inappropriate Material**

- a. Students will not use the Internet or any other computer technology to access material that is pornographic or obscene. Students will not access material that advocates illegal acts, violence or discrimination towards other people.
- b. If a student mistakenly, accesses inappropriate information, that student should immediately tell an adult supervisor. This will be documented and will protect the student against a claim that the student has intentionally violated this Policy. However, if a student repeatedly accesses inappropriate information, a review will be done to determine if access was truly accidental.
- c. If there is material that a parent feels is inappropriate for their child to use, the Campbell Savona School District fully expects that the student will follow their parent's instructions in this matter.

## **D. Students' rights**

### **1. Free Speech**

Technology communication is considered a limited forum, similar to the school newspaper, and the Campbell Savona Central School District may restrict students speech for valid educational reasons.

### **2. Search and Seizure**

- a. Students should expect only limited privacy in the contents of their personal files on the Campbell Savona District system. Administrators, teachers and adult supervisors will have access to all student files on the Campbell Savona School District's instructional network. This excludes administrative files pertaining to the students' personal information.

- b. Routine maintenance and monitoring of the Campbell Savona School District's network may lead to discovery that a student has violated this Policy. If so, appropriate action will be taken.
- c. An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy or the law.
- d. Parents have the right at any time to request to see the contents of their child's account.
- e. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

### **3. Due Process**

- a. The Campbell Savona School District will cooperate fully with local, state, and federal officials in any investigation related to an illegal activities conducted through the Internet or the Campbell Savona School District Network (s).
- b. In the event there is a claim that a student has violated this Policy in the use of computer technology, the student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the Campbell Savona Central School District Student Handbook.
- c. Campbell Savona School District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.
- d. If the violation also involves a violation of other provisions of the Campbell Savona School Student Handbook, it will be handled in manner described in the Campbell Savona School Student Handbook. Additional restrictions may be placed on students' use of their Internet account.

### **4. Limitation of Liability**

The Campbell Savona Central School District makes no guarantee that the functions or the services provided by or through the Campbell Savona School District will be error-free or without defect. The Campbell Savona School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Campbell Savona School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Campbell Savona School District will not be responsible for any financial obligations arising through the unauthorized use of the system.

## **5. Personal Responsibility**

It is the student's responsibility to use computer technology, both inside and outside of school, in a proper, lawful fashion. Failure to use computer technology appropriately may result in any or all of the following depending on the infraction:

- verbal warning
- loss of Internet use
- limited use of computer technology
- loss of access to computer technology