

ACCEPTABLE USE POLICY – STUDENTS

A. The Purpose of the School District’s Computer Network

The Edgmont Union Free School District maintains a computer network for students, faculty and staff in order to support learning and to enhance instruction.

In Grades K through 6, student use of the Internet is conducted under faculty supervision; however, faculty members cannot monitor students’ activities at every moment. Students in grades 7 through 12 have opportunities for unsupervised use of the Internet. All students in all grades are expected to take individual responsibility for their use of School District computer facilities and the Internet.

B. Safety Concerns; Student and Family Responsibilities

Because of its broad reach, the Internet contains the potential for abuse and exploitation, including the exploitation of children and young adults.

As required by the Children’s Internet Protection Act, the School District uses “firewall,” “filtering” and access management software, which is intended to block access to inappropriate material, such as pornographic sites. This software is not foolproof, and students and families need to be aware that access to the Internet means possible exposure to unsavory material and to persons who seek to take advantage of innocent (and often younger) users. It is impossible for the School District to restrict access to all inappropriate or controversial materials, and it cannot, accordingly, be held responsible for materials accessed on the Internet.

Students are expected to use School District computer facilities in a responsible manner, and to ask for help if they encounter anything that they find inappropriate. When the Internet is used in a classroom setting, teachers will guide students toward appropriate materials. In addition, families bear responsibility for guidance to their children in the same manner that they monitor other information sources such as television, telephones, movies, radio, and other potentially offensive media.

C. Privacy Issues

Users must be aware that the School District’s computer system maintains a record of all Internet sites that users have accessed or attempted to access and can record all keystrokes. The School District reserves the right to review these records and to take appropriate action in cases of unauthorized use.

In addition, electronic mail (e-mail) is not private. The system administrators have access to all outgoing and incoming e-mail, and the School District reserves the right to review any and all messages. In addition to internal disciplinary action, the School District reserves the right to report unlawful and potentially unlawful activities to the appropriate civil and criminal authorities.

D. User Responsibilities

1. Software

Users may not add any software to the School District's computer system without prior approval. In addition, users may not modify, or attempt to modify, any existing software that has been installed in the system.

2. Hardware

Users may not connect any hardware devices to the School District's computer system without prior approval.

3. Data

Under no circumstances may users modify, or attempt to modify, data in any School District database, with the exception of data to be added or modified in connection with classroom assignments. This prohibition includes, but is not limited to, the modification or destruction of another user's data, or the uploading, downloading or creation of any computer virus.

4. User Accounts and Passwords

Each user is responsible for the use that is made of his/her account, to which a unique password is assigned. Users should not share passwords, leave their own accounts open or unattended nor use or attempt to obtain access to the accounts of others.

Users are responsible for making back-up copies of any account materials (documents) that are important to them, and should delete electronic mail on a regular basis so as to conserve storage space.

5. Prohibited Conduct

In addition to the restrictions and prohibitions set out elsewhere in this document, users must respect the following specific restrictions on use:

- The use of School District facilities to download or copy music or video files for non-school related purposes is prohibited. Permitted downloads are subject to the restrictions of "fair use" as described below.
- The use of School District facilities for personal profit-making activities is prohibited; except that students and teachers may communicate via School District facilities to arrange permitted private tutoring.
- The use of School District facilities to access Internet gambling or gaming sites is prohibited.

- The use of School District facilities to support political parties or particular candidates for public office is prohibited. While users are entitled to hold and express the political and other views of their choice, they should use their private computer facilities to do so.
- The use of School District facilities to access, or attempt to access, sexually-explicit Internet sites is prohibited. This includes access to any Internet site that has posted a warning or disclaimer that access by persons under the age of 18 years is inappropriate. If a user reaches such a site by accident, he/she should leave the site immediately, and advise a faculty member or administrator of the accidental access.
- The use of School district facilities to send “spam” e-mail is prohibited. In addition, “broadcast” e-mail (here defined as an electronic mail message simultaneously sent to five or more recipients) may be sent only in connection with school assignments or activities.
- The use of School District facilities to violate the copyright laws of the United States is prohibited. The published work of other people, which includes text, graphics, music, performances, and other works of art, is presumed to be subject to copyright. In an academic setting, some use of such materials is permitted under the “fair use” doctrine, which authorizes limited takings for educational purposes. The School District’s library staff will assist students with questions of fair use, which should be raised with the library staff before any materials are copied.
- The use of School District facilities in furtherance of any attempt to violate the laws of the United States or the laws of the State of New York is prohibited.
- The use of School District facilities to intimidate or harass another person in violation of the School District’s published *Code of Conduct* is prohibited.
- In addition, users must observe the following standards of basic courtesy:
 - Honor the privacy of other users.
 - Do not re-post or forward a personal communication without the original author’s consent.
 - Do not use obscene language, intentionally offensive or inflammatory language, or epithets relating to race, religion, national origin, gender or gender orientation, disability, or physical characteristics.

E. Consequences

Violations of this Policy may result in the suspension or revocation of the privilege of access to the School District’s computer network, which may or may not be preceded by a warning, depending on the circumstances. In addition, violations of this Policy are also violations of the School District’s *Code of Conduct*, and may result in additional disciplinary action as provided in the *Code of Conduct*.