

ALFRED-ALMOND CENTRAL SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

As Alfred-Almond Central School gains access to new technological resources we also assume new responsibilities. Our goal is to provide access to diverse technology, to support learning and enhance instruction, and to do so in a manner that is both ethical and consistent with promoting educational excellence.

I. Purpose of Acceptable Use Policy

This Acceptable Use Policy establishes a set of guidelines for students, teachers, administrators, and all other users of the Alfred-Almond Central School computer networks and technological equipment. It is designed to reinforce honesty, integrity, respect for the rights of others, and respect for the law. Violations of the Acceptable Use Policy will result in loss of access, as well as other disciplinary or legal action, if applicable.

II. Terms and Conditions

Alfred-Almond Central School is now providing access to various computerized information resources through the use of the district's computer system. This may include access to electronic mail, on-line services, and the Internet. Unlike most traditional instructional or library media materials, our district will allow access to external computer networks not controlled by the school district, where it is impossible to screen or review all of the available materials. Use of this system is conditioned upon written agreements by both the user and parent/guardian that uses of our system will conform to the requirements of this policy.

It should be noted that use of the AACS computer equipment, Internet accounts, and networks and information is a privilege, not a right. As such, these privileges can be restricted, denied, revoked or suspended.

All data files stored on district equipment, like school lockers, remain the property of the school district and are subject to control and inspection. Student e-mail is subject to search under Federal Law. Any messages transmitted are under school jurisdiction and should not be considered private.

III. Standards of Behavior

- Use of the district computer resources for non-academic reasons will only be allowed with authorization from proper school personnel.
- Diskettes, paper, ribbons, etc. are the property of Alfred-Almond Central School and should not be wasted, treated improperly, or removed from their designated areas.
- Software and hardware are the property of Alfred-Almond Central School and should not be treated improperly or removed from their designated areas.
- There should be no violation of privacy and personal safety. Do not give out personal information such as age, phone number, address, etc. over the AACS computer network. Violations of the privacy of others will be considered a severe offense.

IV. Lawful Use of Copyrighted Materials

- Unlawful duplication of computer related material or violations of copyright laws is prohibited.
- No person is allowed to install personal software on district computers without proper authorization.
- No person is allowed to install district software without proper authorization.
- Only public domain files (files available for public use) and files in which the author has given expressed written consent may be uploaded to the system. Individuals may download copyrighted material only for their own use following the provisions set forth in the U.S. Copyright law.

V. Illegal and Commercial Uses of the Internet

- Use of AACS computer networks for political, illegal, commercial, obscene, or other inappropriate purposes is not acceptable and will be addressed under the severe clause.
- Do not abuse computer or network hardware.
- Do not fraudulently use another person's name to send or receive messages. Violation will be considered a severe offense.

VI. Accessing Information Inappropriate for Students

Speech and actions that are inappropriate in an educational setting and violate current school policy are prohibited. These include:

- Inappropriate Language or Graphics - obscene, offensive, disrespectful, harassing, threatening, prejudicial, false, defamatory, or disrupts the educational process/environment.
- Dangerous Information - Information that, if acted upon, could cause damage or danger.

VII. Use For Work or Activity That is Consistent With Educational Purpose

- Material accessed from Alfred-Almond Central School computer networks will be used to promote educational excellence.
- Internet usage will be guided by the educational objectives of Alfred-Almond Central School.

VIII. Use of Unauthorized Software

- Do not copy or modify server or network system files.
- Do not copy any software or files that are property of AACCS.
- No attempt should be made to infiltrate a computing system or damage or alter the software components or network.

IX. Unauthorized Access to Files

- All files stored on the district technology systems are the property of Alfred-Almond Central School and may be viewed by the network administrator and/or school administrators at any time.
- Keep passwords confidential.
- Do not try to learn the passwords of others.
- Do not try to read, modify, or delete files of other individuals.

X. Disclaimer of Responsibility

Alfred-Almond Central School will take caution and make reasonable efforts to monitor proper technology use; however, the student and parent/guardian must also accept responsibility. There are areas of the Internet which may contain questionable material and inaccurate information. As a result, Alfred-Almond Central School disclaims any responsibility for any inappropriate or objectionable materials that a

student may obtain through school use of the Internet. Any information furnished by an individual to another user via the Internet is at the user's own risk. Alfred-Almond Central School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services. In addition, Alfred-Almond Central School is not responsible for loss of data caused by the negligence or the user's errors or omissions.

XI. Internet Violations

Inappropriate use of the Alfred-Almond Central School computer information networks will result in the following school disciplinary action. In addition to the conditions set forth below, users may also face other consequences if applicable. These may include equipment repair or replacement, debugging charges, suspension, or legal action.

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|-----------------------------|------------------------------------|
| 1 st violation - | Loss of access for 2 school weeks |
| 2 nd violation - | Loss of access for 4 school weeks |
| 3 rd violation - | Loss of access for 10 school weeks |

Severe Clause - If the violation is of such a serious degree that the individual will harm others or breach the intent of the Acceptable Use Policy, the individual will immediately have all access terminated until proper assessment of the situation. These include, but are not limited to, such things as illegal acts, violating the privacy of others, and modifying server software.



Please sign and return this page only.

I, _____, the student, have read the district's Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may constitute suspension or complete loss of system access and related privileges.

Student's Signature

Date

Grade

I, the parent/guardian of _____ have read the district's Acceptable Use Policy in consideration for the privilege of using the district's computer network and in consideration for having access to the public networks, I hereby release the district, it's operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including, without limitations, the type of damage identified in the district's policies and regulations.

Parent's Signature

Date

