

Green Island Union Free School District

171 Hudson Avenue
Green Island, New York 12183

Kimberly Ross, Superintendent
Erin L. Peteani, Prek-6 Principal
Jodi M. Mazzeo, 7-12 Principal
Angela E. Legault, District Clerk
Christopher Karwiel, Business Manager
Kimberly Watkins, District Treasurer

Phone: (518) 273-1422
Fax: (518) 270-0818
www.greenisland.org

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. This may include access to electronic mail, so called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. 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. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. The District recommends that parents and guardians establish boundaries and standards for the appropriate and acceptable use of technology, and communicate these boundaries and standards to their children. 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 and may be subject to further discipline under the District 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 School District property subject to control and inspection. District personnel

Green Island Union Free School District

171 Hudson Avenue
Green Island, New York 12183

Kimberly Ross, Superintendent
Erin L. Peteani, Prek-6 Principal
Jodi M. Mazzeo, 7-12 Principal
Angela E. Legault, District Clerk
Christopher Karwiel, Business Manager
Kimberly Watkins, District Treasurer

Phone: (518) 273-1422
Fax: (518) 270-0818
www.greenisland.org

2018 7315
GIUFSD 2 of 4

Students

may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification/Authorization

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 use of the DCS is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS.

NOTE: Refer also to Policy #8271 -- Children's Internet Protection Act: Internet Content Filtering/Safety Policy 7315-R

Regulations

All users (*staff and students*) will adhere to the following rules. Acceptance of and agreement to this network and internet policy at the point of network logon is required for use of the networked computer system (*this includes internet access, inside and outside of the GIUFSD network, and network usage inside the District*).

- You will only use the system for lawful purposes.
- You will refrain from profane or obscene material, any that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, immediately tell your teacher or Administrator. This will protect you against a claim that you have intentionally violated this policy.
- You will only access and change computer files that belong to you.
- You will not change computer settings put in place by administration.
- You will download files only with permission from a supervising teacher.
- You will use your account for educationally related purposes only.

Technology/Network Acceptable Use Policy Procedures

Password Protection

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password.

Green Island Union Free School District

171 Hudson Avenue
Green Island, New York 12183

Kimberly Ross, Superintendent
Erin L. Peteani, Prek-6 Principal
Jodi M. Mazzeo, 7-12 Principal
Angela E. Legault, District Clerk
Christopher Karwiel, Business Manager
Kimberly Watkins, District Treasurer

Phone: (518) 273-1422
Fax: (518) 270-0818
www.greenisland.org

2018 7315
GIUFSD 3 of 4

Privacy

Students and staff need to know that files stored on school computers are not private. GIUFSD has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of GIUFSD and no user shall have any expectation of privacy regarding such files.

Online Etiquette

Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute/redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

Blogging/Podcasting

Whether at home or in school, speech that is considered inappropriate in the classroom, is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to websites without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing/Cheating

Plagiarism is the act of using someone else's words/ideas as your own. Plagiarism of Internet resources is treated in the same manner as other forms of plagiarism, as stated in the school handbook. Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement. All students should adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused. Also unacceptable is using a digital device (*such as cell or camera phones*), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Proxies

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement. Use of a proxy will result in suspension of the offender's account and possible disciplinary action.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (*including photos of students and staff*) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Photos and Video

Students are not to take pictures or videos of faculty, staff or students without staff permission. Any student use of cameras in GIUFSD should be part of a class or club activity. Unapproved camera use is a violation of this agreement.

Green Island Union Free School District

**171 Hudson Avenue
Green Island, New York 12183**

Kimberly Ross, Superintendent
Erin L. Peteani, Prek-6 Principal
Jodi M. Mazzeo, 7-12 Principal
Angela E. Legault, District Clerk
Christopher Karwiel, Business Manager
Kimberly Watkins, District Treasurer

Phone: (518) 273-1422
Fax: (518) 270-0818
www.greenisland.org

**2018 7315
GIUFSD 4 of 4**

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

Classroom Expectations

Failure to follow teacher direction in the use of devices/tools/websites during class is a violation of this agreement.

----- **RETURN THIS SECTION TO SCHOOL** -----
(Students will not have network access if this agreement is not signed and returned.)

Green Island Union Free School District (GIUFSD) Statements Of Responsibility

Student Expectations

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and e-mail accounts are owned by the GIUFSD and that GIUFSD has the right to access any information used through the mediums provided through the school at any time.

Student Name (please print) _____ **Grade** _____

Student Signature _____ **Date** _____

Parent/Guardian Understanding

I have read the GIUFSD Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of GIUFSD, and that student use for any other purpose is inappropriate. I recognize that it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand and will support my student in adhering to the Acceptable Use Policy. I am aware that if my child breaks this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network e-mail accounts are owned by the GIUFSD and that GIUFSD has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources at GIUFSD.

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____ **Date** _____