

ACCEPTABLE USE REGULATIONS FOR STUDENTS

1. INTRODUCTION

The Solvay Union Free School District (the “District”) technology services exist to support the educational mission of the District. The District will provide learners with access to various technology resources. This may include access to software, hardware, communication networks including E-Mail, and Internet access. All of these uses are subject to this regulation.

Student use of District technology services is conditioned upon agreement by the student, their parent/guardian and the District. The requirements of this regulation are designed to insure acceptable use by all parties. This agreement shall be kept on file for one year.

Generally, the same standards of acceptable District student conduct shall apply to use of the District technology services. Students are expected to communicate in a manner consistent with applicable polices and regulations. District technology resources are not to be utilized by students to disclose confidential information about themselves, other students, or other District staff members to unauthorized persons.

Students shall adhere to the laws, policies, and rules governing technology resources including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state laws.

Students who engage in unacceptable use of the District technology service may lose access to it and may be subject to further discipline under the law or through the Student Code of Conduct. Specific consequences for unacceptable use will be determined by the Building Administrator dealing with that student. Legal action may be initiated against students who willfully, maliciously, or unlawfully damage or destroy District property or data.

Each student who uses the District’s the technology services agrees to Board of Education Policy 7315 STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (i.e. ACCEPTABLE USE POLICY) and the accompanying regulations (i.e. ACCEPTABLE USE REGULATIONS FOR STUDENTS).

2. PRIVACY RIGHTS

All E-mail files, electronic data, and storage media posted, created, maintained or stored on district technology shall remain District property, subject to District control and inspection, at its discretion. The Superintendent or his/her designee may access all such files and communications to ensure service integrity and to ensure students comply with the requirements of BOARD OF EDUCATION POLICY 7310 and these regulations. **All use of the District technology services is audited for acceptable use.**

3. STORING OF PERSONAL INFORMATION

Students should not save personal information such as credit card numbers or other forms of personal identification on the District technology services. **Information posted or stored on District technology services is not considered private.**

4. VIOLATIONS OF DISTRICT ACCEPTABLE USE

The District employs auditing technologies to monitor all activity on the District technology services. The District will cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Student violations of this regulation may result in the suspension or termination of access to the District technology services, and/or disciplinary action in accord with applicable law and District policy. The following constitute violations of this regulation:

- a. **ONLINE GAMING IS PROHIBITED (INCLUDING GAMBLING).**
An exception is when an online game is part of a classroom activity assigned by a teacher and has an educational purpose.
- b. **ORDERING MERCHANDISE.**
Using the District technology services to order merchandise online is prohibited.
- c. **INAPPROPRATE USE OF SERVICES.**
Using the computer or peripherals for activities not related to instructional/educational purposes is prohibited (e.g. personal emailing).
- d. **THEFT AND VANDALISM.**
This includes but is not limited to the stealing or theft of software and/or hardware. It also includes unauthorized modification and/or the destruction of computer software or hardware as well as intentional misuse of District equipment.
- e. **ILLEGAL USE.**
Using the District technology services to transmit any material (by E-Mail, uploading, posting, or otherwise) that violates district policies and/or local, state, or federal law is prohibited.
- f. **CAUSING HARM TO MINORS.**
Using the District technology services to harm, or attempt to harm, minors in any way is prohibited.
- g. **ACCESSING OR DISTRIBUTING THREATENING AND/OR OBSCENE MATERIALS.**
 - i. Using the District technology services to transmit any material (by E-Mail, uploading, posting, or otherwise) that threatens or encourages bodily harm, or the destruction of property is prohibited.
 - ii. Materials determined to be obscene including accessing or distributing pornography via the computer network is prohibited. This includes “sexting” or the sending of pornographic images or text. Transmitting of pornographic or obscene images of minors is both a state and federal crime.
NOTE: If students accidentally access an inappropriate site,

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- they should close the window immediately and immediately bring that site to the attention of the supervising teacher.
- h. **HARRASSMENT.**
Using the District technology service to transmit any material (by E-Mail, uploading, posting, or otherwise) that harasses others is prohibited.
 - i. **FRAUDULANT ACTIVITY.**
Using the District technology services to make fraudulent offers, to sell products or other services is prohibited.
 - j. **FORGERY AND/OR IMPERSONATION**
 - i. Adding, removing or modifying identifying network headers in an effort to deceive or mislead is prohibited.
 - ii. Using someone else's account or allowing someone else to use your account is prohibited.
 - iii. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
 - k. **SENDING UNSOLICITED E-MAIL/UNSOLICITED BULK E-MAIL**
Using the District technology services to transmit or facilitate the transmitting of any unsolicited E-Mail or unsolicited bulk E-Mail is prohibited.
 - l. **HACKING**
Hacking is a Federal offense. It includes the use of District technology services to access, or to attempt to access, or attempt to penetrate, or attempt to penetrate, security measures of District or another entity's computer software or hardware, electronic communications system, or telecommunications system. This is regardless of whether or not the intrusion results in the corruption or loss of data. This includes deliberately going into off limit service areas (e.g., hard drive "C: drive" "Default Profile," "Network Neighbor", those areas requiring administrative rights etc).
 - m. **PLAGIARIZING COPYRIGHTED MATERIALS OR TRADEMARK INFRINGEMENT.**
Using the District technology services to download, transmit, or copy any material (by E-Mail, uploading, posting, or otherwise) that infringes any copyright, trademark, patent, or other proprietary rights of any third party is prohibited. This includes, but is not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software is prohibited.
 - n. **COLLECTION OF PERSONAL DATA.**
Using the District technology services to collect, or attempt to collect, personal information about third parties without their knowledge or consent is prohibited.
 - o. **RESELLING AND/OR USING THE DISTRICT TECHNOLOGY SERVICES FOR COMMERCIAL PURPOSES.**
Reselling the District technology services or using the District technology services for commercial activities is prohibited. The District

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will hold the student accountable for any costs that may be incurred by accessing commercial services. Using a student account for commercial use is prohibited. The District technology services are intended to support the educational process and/or official school business only.

p. **CAUSING NETWORK DISRUPTIONS AND/OR ENGAGING IN UNFRIENDLY ACTIVITY.**

Using the District technology services for any activity which adversely affects the ability of other people or services to use of the service is prohibited. This includes "denial of service" (DoS) attacks against another network host or individual user or deliberately infecting the District technology service with a virus, worm, Trojan horse, or other malicious software. Interference with or disruption of other network users, network services, or network equipment is prohibited.

Downloading or loading software applications on the hard drive ("C: drive") or network drive ("H: drive") is considered an unfriendly activity.

q. **ACCESSING PERSONAL E-MAIL.**

Using the District technology services to access a personal E-Mail account is prohibited. Students may be assigned a District E-Mail account in conjunction with a classroom activity assigned by a teacher.

All District E-Mail accounts are monitored for appropriate use.

r. **LONG CONNECTIONS AND MULTIPLE LOGINS.**

Using a personal account for high volume or commercial use is prohibited. Students may stay connected so long as they are actively using that connection for educational purposes. Students may not use the District technology services on a standby or inactive basis in order to maintain a connection. Accordingly, the District maintains the right to terminate any user's connection following any extended period of inactivity as determined by the District.

s. **USE OF PRINTING SERVICES.**

District printers should only be used print approved materials as part of an assigned classroom activity by a teacher. **All district printing is monitored.** Abuse of district printing services may involve disciplinary action.

5. USING THE DISTRICT TECHNOLOGY SERVICE FOR RESEARCH.

Students should only search/research topics that are part of an assigned classroom activity by a teacher or with permission of a teacher. Unless given written permission by a teacher, researching topics relating to illegal substances, weapons, or other subjects deemed inappropriate to minors is prohibited.

6. PENALTIES FOR INAPPROPRIATE USE OF DISTRICT SERVICES.

Penalties for inappropriate use or misuse of District Services will be determined by the building administrator as per the STUDENT CODE OF CONDUCT.

7. USE OF PERSONAL ELECTRONIC DEVICES/TELEPHONE USE

- a. Personal Electric Devices include but are not exclusive to:
 - i. personal computers, laptop computers, netbook computers, and portable gaming system;
 - ii. cell phones;
 - iii. cameras;
 - iv. video recorders;
 - v. and all other digital media recorders, players, or similar devices.

NOTE: The District is not responsible for the theft, loss, or damage that may occur while these Personal Electronic Devices are on school grounds, District transportations systems, and/or while attending District sponsored activities or functions.

b. STUDENT USE OF DISTRICT TELEPHONES

Students may obtain permission to use an office phone to call a parent/guardian in case of an emergency. As to not disrupt the educational process, if it is an emergency, parents/guardians should contact the Main Office first.

c. CELL (MOBILE) PHONE USE

Cell phone use is regulated by each school building administration. Please refer to each building's Student Handbook.

d. OTHER PERSONAL ELECTRONIC DEVICES

Students may use any other Personal Electronic Devices in class with a teacher's permission in conjunction with an assigned classroom activity (such as the use of a computer to write an assignment), with permission of the building administrator, or as part of an Individualized Educational Plan (IEP). Having a Personal Electronic Device out at any other time may result in confiscation until such time that the device is picked up by a parent/guardian. Disciplinary action may also be taken.

e. ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES.

Connecting any Personal Electronic Device to District provided services, equipment, or other services is prohibited. All topics listed in SECTION 4 of this regulation apply to the acceptable use of Personal Electronic Devices while on school grounds, while using District transportations systems, and/or while attending District sponsored activities or functions. Failure to follow these regulations may lead to disciplinary action.

8. E-MAIL AND ONLINE COMMUNICATION STANDARDS.

E-Mail is a valuable business communications tool that should use in a responsible, effective, and legal manner. Although E-Mail is perceived as less formal than other written communications, the same laws and business record requirements apply. The District established the E-Mail service for educational purposes. Every student assigned an E-Mail account for limited educational uses shall be familiar with the acceptable use of E-Mail:

a. ACCEPTABLE USE

All guidelines described in SECTION 4 of this regulation apply to the

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acceptable use of District E-Mail.

- b. **PRIVACY AND MINIMAL PERSONAL USE.**
No E-Mail or other form of electronic communication should be considered private. District E-Mail services are not for personal use including but not limited to the distribution of chain letters, junk mail, and jokes. **Use of the District E-Mail is monitored for acceptable use.**
- c. **ACCESSING PERSONAL E-MAIL.**
Using the District technology services to access a personal E-Mail account is prohibited.
- d. **SENDING UNSOLICITED E-MAIL/UNSOLICITED BULK EMAIL**
Using the District technology services to transmit any unsolicited E-Mail or unsolicited bulk E-Mail is prohibited. Activities that have the effect of facilitating unsolicited commercial E-Mail or unsolicited bulk E-Mail whether or not that E-Mail is commercial in nature are prohibited
- e. **ELECTRONIC MESSAGES**
Any message posted on a Web Log (blog), Newsgroup Forum, or Web site and/or other electronic site or forum should be considered public and permanent. All such postings shall be limited to school-based educational use only.
- f. **SYSTEM AUDITING AND ARCHIVING**
As stated earlier, **there is no expectation of privacy in the use of the District's E-Mail system. For legal purposes, the District maintains an E-Mail archiving server, which will keep a copy of all sent and received E-Mail.**
- g. **E-MAIL ETIQUETTE SHOULD BE FOLLOWED.**
 - i. Include a meaningful, clear subject line
 - ii. As with all written correspondence, open your mail with a proper salutation. Close your message with a "Thank-you" and your proper electronic signature.
 - iii. Use proper grammar and etiquette.
 - iv. Use standard spelling, punctuation, and capitalization. (Plz Dnt Abbrvt or uze txt msg lngo)
 - v. Messages should not be written in ALL CAPS. (THERE IS NOTHING WORSE THAN E-MAIL SHOUTING.)
 - vi. Be direct brief, polite, and to the point.
 - vii. Responses requiring a long E-Mail merit a face-to-face conversation.
 - viii. Use cc: (carbon copy) and bcc: (blind carbon copy) sparingly and as appropriate.

9. REVISIONS TO THIS ACCEPTABLE USE AGREEMENT

District reserves the right to revise, amend, or modify this Agreement, and other policies and agreements at any time and in any manner. Notice of any revision, amendment, or modification will be posted in accordance with District policy.

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Student Acknowledgement of Responsibilities (student reads and signs):

I have received and reviewed the Solvay Union Free School District Code of Conduct and Solvay (Elementary/Middle/High School) Student Planner, and agree to abide by all policies and procedures.

In addition, I understand and will abide by the terms and conditions for acceptable use of the District Technology Services and access to the Internet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my internet account may be closed and school disciplinary action will be taken and/or appropriate legal action.

Student's Name (**please print**): _____ Grade: _____

Student's **Signature**: _____ Date: __/__/__

Parent/Guardian (parent/guardian reads and signs):

As a parent/guardian of _____, I have read the terms and conditions for acceptable use of District Technology Services and access to the Internet. I understand that this access is designed for educational purposes and the Solvay Union Free School District has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the Solvay Union Free School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. In addition, I have received and reviewed with my child the Solvay Union Free School District Code of Conduct and Solvay (Elementary/Middle/High School) Student Planner.

Parent/Guardian's Name (**please print**): _____

Parent/Guardian's **Signature**: _____ Date: __/__/__

Please Mail this form to:

Or FAX to: