

**DANSVILLE CENTRAL SCHOOL**

---



# Acceptable Use Policy

DANSVILLE CENTRAL SCHOOL

# Acceptable Use Policy

---

Dansville Central School District  
299 Main Street  
Dansville, NY 14437  
Phone 716-335-4000 • Fax 716-334-4080



## Purpose

The Dansville Board of Education provides a computer system including the Internet to:

- promote educational excellence
- promote resource sharing
- promote innovative instruction
- promote communication
- prepare students to live and work in the 21<sup>st</sup> century

Teachers, other members of the instructional staff, and administrators are authorized to use the computer system and connections for instruction, professional development, training, research and communications related to curriculum. Students are also authorized to use the computer system for educational research and communication. The computer system includes all hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drivers, servers, server and personal computers, the Internet and local and wide area networks.

Use of the system during school and professional hours must be (1) in support of education and or research, (2) for school business, (3) in support of the mission of Dansville Central School, and (4) in accordance with all Board of Education policies and state and federal regulations.

The computer system will also assist in sharing information with the local community including parents; local, state and federal government agencies, and businesses.

Access to the Dansville Central School computer system is a privilege not a right. Violation of any of the provisions described below will result in disciplinary action.

## District Responsibility

The technology staff shall provide the following services including but not limited to:

- Establishing individual and class accounts
- Setting quotas for disk usage on the system
- Devising a district virus protection procedure
- Ensuring that each user has a current Acceptable Use Agreement form on file

Dansville Central School district will provide the following services including but not limited to:

- E-mail accounts for staff and students in certain curriculum
- Internet access
- A filtering system (see "Bess")



# Acceptable Use

Effective performance of computer and telecommunication networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical, and legal utilization of network resources. Use of the Dansville School computer system must be consistent with the educational objectives and mission of the district.

Each employee, student, and parent or guardian of each student shall sign an Acceptable Use Agreement before gaining access to the Dansville School computer system. Any employee or student who fails to comply with the terms of this policy or the regulations developed by the Superintendent may lose system privileges. Employees may also be disciplined by the Superintendent up to and including termination depending upon the nature of the violation of this policy or the implementing regulations. Students may be disciplined in accordance with the district Code of Student Conduct. Employees and students may also be subject to appropriate legal action for violation of this policy or implementing regulations.

## A. Illegal Activities

- No attempts to gained unauthorized access to accounts is permitted.
- Vandalism is not permitted and will be strictly disciplined.
- Transmission of any material in violation of any law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
- Users will not plagiarize any materials from the Internet.
- Users will not attempt to circumvent or bypass filtering system

## B. System Security

- Network accounts shall be used by authorized owners only.
- Passwords should be kept private and changed frequently.
- Users will immediately notify the instructor in charge if they have identified a possible security problem.

## C. Inappropriate Language

- Students and employees will conduct themselves in a manner that is appropriate and properly represents Dansville School District while on line
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is expressly forbidden.
- Information will not be posted that, if acted upon, could cause damage or a danger of disruption.
- Users will not harass or otherwise engage in personal attacks.
- Users will not participate in any form of cyber bullying.



#### D. Inappropriate Use of System

- ❑ Use MUDS (Multi User Dungeons), and IRCs (Internet Relay Chats) is prohibited.
- ❑ Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
- ❑ Users will not download large files unless absolutely necessary.
- ❑ Users will not use excessive data storage or network bandwidth
- ❑ Users will not engage in spamming.
- ❑ Educational games will be permitted at the discretion of the instructor providing that the student is passing and all schoolwork is complete.

#### E. Personal Safety (Restrictions are for students only.)

- ❑ Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.
- ❑ Students will not agree to meet with someone they have met on-line through the school computer system.
- ❑ Students will promptly notify the instructor in charge if they receive any message that is inappropriate, offensive or makes them feel uncomfortable.

## Limitation of Liability

The Dansville School District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered while on the system. These damages may include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Further, the district is not responsible for any unauthorized charge or fee resulting from use of the school computer system.

## Right of Privacy

Employees and students have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in the Dansville School computer system.



## Parental Notification and Responsibility

The Dansville Central School District will notify parents and legal guardians about the computer systems and the Board of Education Policy and Regulations governing its use. Parents must sign an Acceptable Use Agreement to allow their student access to the Internet. A parent who does not want their child(ren) to have access to the Internet may memorialize that decision via the Acceptable Use Agreement form. Parents and legal guardians have the right to revoke their permission and terminate the student's Internet access at any time.

The school will provide information to the parents about the filtering software.

There is a wide range of material available on the Internet, some of which may not fit the values of particular families. It is not possible for the school district to monitor and enforce social values in student use of the Internet. Further, the school district recognizes that parents bear the primary responsibility for transmitting their particular set of family values to their children; therefore, the school encourages parents to specify to their child(ren) what material is and is not acceptable.

## Violations/ Due Process

The Dansville Central School District will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the computer system. In the event that there is an allegation that a student or employee has violated the district's Acceptable Use Policy or the provisions of this regulation, the student or employee will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the Dansville Code of Conduct and may include the following:

- Removal from the network
- Suspension
- Law enforcement involvement



## Search and Seizure

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, the Code of Student Conduct, or School Board Policy. The nature of the search/ investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

System users have no right of privacy and should have no expectation of privacy in materials sent, received or stored in school owned computers or on the district computer system.

## Glossary

<i>Word</i>	<i>Description</i>
<i>Harassment</i>	Persistently acting in a manner that distresses or annoys another person.
<i>Plagiarize</i>	To take the ideas or writings of others and presenting them as if they were original to the user.
<i>Spamming</i>	Sending an annoying or unnecessary message to a large number of people.
<i>Vandalism</i>	Any attempt to harm or destroy data of another user, agency or network including uploading, downloading or creating computer viruses.

**This policy may be amended at any time.**

**Legal Authorization: Education Law Sections 1604, 1709, 1804**

### **WHAT IS BLOCKING/FILTERING SOFTWARE?**

Blocking/filtering software is a mechanism used to:

- restrict access to Internet content, based on an internal database of the product, or;
- restrict access to Internet content through a database maintained external to the product itself, or;
- restrict access to Internet content to certain ratings assigned to those sites by a third party, or;
- restrict access to Internet content by scanning text, based on a keyword or phrase or text string, or;
- restrict access to Internet content by scanning pixels, based on color or tone, or;
- restrict access to Internet content based on the source of the information



# Student Technology Contract / Release Form

*Please return this form to the Computer Lab*

## Student Contract

Please <b>Print</b> Student's Name	Date	Grade	Homeroom
------------------------------------	------	-------	----------

I \_\_\_\_\_ have read the **Acceptable Use Policy** and **Student Computer Usage Agreement**. I accept the responsibility to use the school's equipment and I will follow the rules. I will not release any personal information on the Internet. This includes, but is not limited to, my full name, address, telephone number, and credit card numbers. I understand that this privilege may be revoked for any violation of the rules.

### Student Directory Information

The school district has designated certain categories of student information as "directory information." Directory information includes student name, photograph, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height, if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing to the appropriate building principal.

### Dansville Central Web Practice

The district will publish non-identifiable photographs on the web. Non-identifiable photographs are defined as photographs with no individual names. District Policy assumes parental permission for publication of photos unless notification of non-consent is made in writing to building Teaching Assistant.

## Parent Permission Slip

Read carefully and sign. Please sign one permission slip for each of your children. I have read the District's Acceptable Use Policy and the Students Directory Information Policy.

	YES	NO	
1.	<input type="checkbox"/>	<input type="checkbox"/>	I, the parent/guardian of the above-signed student, grant permission for my son/daughter to have access to the DCS in-house network, and district technology equipment.
2.	<input type="checkbox"/>	<input type="checkbox"/>	I, the parent/guardian of the above-signed student, grant permission for my son/daughter to have access to the Internet, the District Intranet and Internet E-Mail (E-Mail for high school students enrolled in technology courses only).
Parent's / Guardian's Signature			Date

**Copies of the District Acceptable Use Policy are available in the school office and in the district calendar.**



# Staff Technology User's Contract

I have read the Acceptable Use Policy. I accept the responsibility to use the school's equipment and I will follow the rules.

I have read the Acceptable Use Policy and accept the responsibility to use the school's equipment as well as Internet and e-mail accounts. I agree to use the computer services available to me for academic use and professional development. I understand that there is no right of privacy. I also understand that this privilege may be revoked and that violations may result in a loss of access as well as other disciplinary or legal action. I will not install anything found on the Internet, including software, MP3 files, pictures, etc. without permission from the Network Administrator. Installation of certain files can damage the computer. I will not violate copyright laws by obtaining permission from the web host before downloading images or files. When using the Internet as a research tool, I will always properly credit my sources.

I understand that my activity on the Internet and Network can be monitored, and that I am responsible for the electronic materials I use or present to students.

The Dansville Board of Education provides my computer system including the Internet to:

- promote educational excellence
- promote resource sharing
- promote innovative instruction
- promote communication
- prepare students to live and work in the 21<sup>st</sup> century

Staff Signature	Date
Please Print Staff Name	

**Please return this form to your building Teaching Assistant (Computer Lab).**



## Student Computer Usage Agreement

I understand that access to the school district computers and Internet is a privilege that is subject to following these rules:

1. **Computer Privacy:** The computer is a tool for schoolwork. Each student has his/her own directory for the use of storage areas. These directories shall be treated like school lockers. I will not trespass within other directories. I understand that the instructor may view my directory at any time upon direction from the administration.
2. **Online Privacy:** I will always utilize an appropriate nickname when online. To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and password is never to be given out online. If necessity appears to exist, I must obtain permission from the instructor.
3. **Legal Issues:** I will not install anything found on the Internet, including software, MP3 files, pictures, etc. without permission. Installation of certain files can damage the computer. I will not violate copyright laws by obtaining permission from the web host before downloading images or files. When using the Internet as a research tool, I will always properly credit my sources.
4. **Inappropriate Materials or Language:** The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. It is understood that if I wouldn't show it to my parents, teachers or law enforcement it probably shouldn't be viewed, sent or accessed. If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.
5. **Physical Limitations:** I promise to limit my time online and computer usage to a reasonable amount of time as set forth by my instructor. The time that I do spend on line and on the computers will be contingent on my academic progress.
6. **Safety Issues:** I will not use the computers to participate in cyber bullying. If I come across any sites that are inappropriate, I will notify my instructor immediately so that the site can be blocked. If anything does not feel right to me, I will notify my instructor immediately.
7. **System Use:**
  - I will protect the privacy of my account.
  - I will not attempt to bypass the filtering system (Bess).
  - I will not share my password with anyone
  - I am aware that vandalism of equipment will not be tolerated

I have read and understand the above rules. If for any reason, the rules are violated, it is understood that all computer privileges will be revoked for a period to be determined by my instructor and administration.

---

**Student's Signature**

---

**Date**