USE of COMPUTERIZED INFORMATION RESOURCES

The Watervliet City School District's Board of Education will provide users with various computerized information resources through the District Computer System (DCS) consisting of software, hardware, computer networks and electronic communication systems. This will include access to electronic mail, "on-line" services and "Internet." It will also include independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off premises, shall be subject to this policy and accompanying regulations.

The Board encourages users to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that user's access to various computerized information resources will both expedite the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide users with training in the proper and effective use of the DCS.

Use of the DCS is conditioned upon written agreement by users that use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the office of the building principal.

Generally, the same standards of acceptable user conduct which apply to any aspect of job performance shall apply to use of the DCS. Please be advised that Electronic mail and tele-communications shall not to be assured privacy so they should not be utilized to share confidential information about others that needs to remain private.

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 conduct and use as well as prescribed behavior.

District users 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 rights of privacy created by federal and state laws.

Users who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law. Legal action may be initiated against a user who willfully, maliciously or unlawfully damages or destroys property of the district.

Privacy Rights

User data files and electronic storage areas shall remain District property, subject to District control and inspection. The BRC may access all such files and communications to insure system integrity and that users are complying with requirements of this policy and accompanying regulations. Users should NOT expect that information stored on the DCS will be private.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable user conduct as well as prohibited activities so as to provide appropriate guidelines for all users of the DCS.

COMPUTER NETWORK FOR EDUCATION REGULATIONS

The following comprise the rules and regulations relating to the use of the district's computer network system:

Administration:

1. The Superintendent of Schools shall designate the District's BOCES Remote Coordinator (BRC) to over see the district's computer network.
2. The BRC shall monitor and examine all network activities as deemed appropriate to ensure proper use of the district technologies.

3. He/she in conjunction with the District's Computer Coordinator shall disseminate and interpret district policy and regulations governing use of the district's network at the building level with all network users.

4. The District's Computer Coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including copies of district policy and regulations governing use of the district's network.

5. The BRC shall insure that all disks (and other storage devices) and software loaded onto the computer network have been scanned for computer viruses.

6. All student agreements to abide by district policy and regulations shall be kept on file in the district office or other appropriate site.

System Access:

The following individuals may be designated as members with access to the computer network system:

1. Elementary, Middle and Secondary students may be granted an account for the duration of time allowed by District Administration.

2. Teachers may apply for a class and/or individual account.

3. Other district employees as deemed necessary.

4. Community members as deemed necessary.

Procedures for Proper Use:

1. The district's computer network shall be used only for educational purposes consistent with the district's mission and goals.

2. The individual in whose name an account is issued is responsible at all times for its proper use.

3. Network users will be issued a log-in name and password. Passwords should be changed every 90 days.

4. Network users identifying a security problem on the district's system must notify the appropriate teacher, administrator, or computer coordinator. Do not demonstrate the problem to anyone else.

5. Student account information will be maintained in accordance with applicable education records, law and district policy and regulations.

6. Copyrighted material may not be placed on any computer connected to the district's network without author's permission. Only staff specially authorized may upload copyrighted material to the network.

7. Copyrighted material shall be used in accordance with the fair use doctrine and district policy and regulations.

8. Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

9. Only instructional materials approved by the BRC and/or the Director of Curriculum may be loaded on the district network and/or stand-alone desktop computers.

Prohibitions:

The following is a list of **prohibited actions** concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

1. There must be no sharing of passwords.

2. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of system users to send/receive electronic mail. Forgery and attempted forgery of electronic mail messages is prohibited.

3. No personal software, disks or other storage devices (i.e. flash drives) may be loaded onto the district's computers and/or network, without permission of the BRC.

4. Attempts by a student to log on to the district's system in the name of another individual, with or without the individual's password or permission is prohibited.

5. With the use of network resources system users shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law.

6. Use of computer access to data and access to secure areas other than for educational purposes is prohibited.

7. System users shall not evade, change, or exceed resource quotas as set by the administration. A user who continues to violate disk space quotas may have their files removed by the BRC. Such quotas may be exceeded only by requesting to the appropriate administrator or system coordinator that disk quotas be increased and stating the need for the increase.

8. Transmission of material, information, or software in violation of any district policy or regulation, local, state, or federal law is prohibited.

9. Vandalism will result in cancellation of system use and network privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, including software and related print material, data of another user of

the district's system or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

10. Tampering with or misuse of the computer system or taking any other action inconsistent with this policy and regulation will be viewed as a security violation.

11. Any form of "cyber bullying" is strictly prohibited and will result in immediate revocation of all email and Internet privileges.

12. Immoral conduct, including viewing, transmitting, downloading, or trading obscene material, or, in the case of those users under the age of 18, other materials inappropriate for minors.

Any user of the District's Computer System (DCS) that accesses another network or other computer resources shall be subject to that network's Acceptable use policy. All uses of district technology resources from home are subject to the same rules, regulations, and penalties resulting from a violation of this policy.

Sanctions:

This list is not intended to be comprehensive. Instead, it is intended as an illustration of the rules which should govern good conduct while using the District's Computer System. Regardless of whether a rule is specifically listed herein, if the user's conduct while using the District computer System is unbecoming with a student or staff member, appropriate disciplinary action will be taken against the violator. The District will ultimately determine whether the conduct is appropriate and whether disciplinary action should be take (including involving federal, state and /or local law enforcement agencies), within the boundaries of all applicable laws and collective bargaining provisions. Violations of district policy may result in a loss of access to the DCS and/or disciplinary action.

Notification:

All staff and students will be given a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connections with those policies. Each staff member and student will sign an acceptable use agreement before establishing an account or continuing their use of the DCS.

Administrator/Faculty/Staff
Acceptable Use Policy for District Technology
Watervliet City School District

Computers, networks, and on-line access are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. Your application for a network account indicates you will comply with the "Acceptable Use Policy" and regulations which are found on the reverse side of this form, and will be a responsible, efficient and ethical user. Failure to adhere to the policies and guidelines will result in the revocation of the use privileges.

Date _____

Name _____

Home Phone_____ Work Phone _____

Home Address _____

District Building _____

Please check/complete the appropriate information
□ **Faculty**-list subject(s) and grade level(s)
taught:_____
□ **Support Staff**-List title and areas(s) of responsibility:
_____

1. I have received staff development or training on the appropriate use of the Internet. Date of Training:_____
YES____ NO____ (**Please initial appropriate line**)

2. I have read the Watervliet Board of Education policies and will comply with it and the referenced policies.
YES____ NO____ (**Please initial appropriate line**)

3. I understand that any violation of the "Acceptable Use Policy" will result in loss of access, personal payment of any fees incurred and possible prosecution.
YES____ NO____ (**Please initial appropriate line**)

4. I understand that the use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges.
YES____ NO____ (**Please initial appropriate line**)

5. I acknowledge that I have no expectations of privacy with respect to any computerized files received, transmitted, or stored on the District's Computer System and hereby consent to the District having access to all electronic communications to or from me whether they are in transit or stored on that system.
YES____ NO____ (**Please initial appropriate line**)

With connections to computers and people all over the world comes also the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the administrator, faculty, or staff member to ensure that access to telecommunication networks and computers provided by the educational system are not abused.

Items 1-5 must be initialed by the applicant
(Regulations are found on the reverse side of this form)

Administrators/Faculty/Staff: Complete this box
By placing my signature on this document, I am confirming I have read, understand, and will abide by the "Acceptable Use Policy" that is found on the reverse side of this form.

Signature of Applicant: _____Date: _____

Final 3-20-07

Acceptable Use Policy for District Technology
Watervliet City School District

Computers, networks, and on-line access are used to support learning and to enhance instruction. These tools and connections to the Internet allow communications with millions of users through hundreds of thousands of networks. Your application for a network account indicates you will comply with the "Acceptable Use Policy" and regulations which are found on the reverse side of this form, and will be a responsible, efficient and ethical user. Failure to adhere to the policies and guidelines will result in the revocation of the use privileges.

Please complete the appropriate student information:

Date _____ Name_____

 Home Phone_____ Date of Birth: _____Current Grade Level: _____

Address_____

1. I have read the Watervliet City School District's Board of Education policies and will comply with it and the referenced policies.
YES____ NO____ (**Please initial appropriate line**)

2. I understand that any violation of the "Acceptable Use Policy" will result in loss of access, personal payment of any fees incurred and possible prosecution.
YES _____NO_____ (**Please initial appropriate line**)

3. I understand that the use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in cancellation of these privileges.
YES____ NO_____ (**Please initial appropriate line**)

With connections to computers and people all over the world also comes the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student to ensure that access to telecommunication networks and computers provided by the educational system is not abused.

Items 1-3 must be initialed by the applicant
(Regulations are found on the reverse side of this form)

Students and Parents/Guardian: complete this box

By placing my signature on this document, I am confirming I have read, understand, and will abide by the "Acceptable Use Policy" that is found on the reverse side of this form.

Signature of Student:_____Date:_____

The district has taken considerable steps to electronically block inappropriate materials and sites. Unfortunately though, and by the very nature of the Internet, I understand that my son/daughter may be able to gain access to services on the Internet which the District has not authorized for educational purposes. I, also, understand the communications on the Internet are not completely censored by the district. Further, I understand that my son/daughter may gain access to information and communications which I may find inappropriate, offensive, and controversial. I assume this risk by consenting to allow my son/daughter to participate in the use of the Internet. I understand that my child may keep this access throughout the school year as long as the procedures, policies, and guidelines are followed and the child is a student in good standing with the school.

Signature of Parent/Guardian:_____Date:_____

Print or type Parent/Guardian's name:_____

Final 3-20-07

Student Acceptable Use Policy Acknowledgment by Parents
Watervliet City School District

We are pleased to offer students of the Watervliet City Schools access to the District computer network.

Access to these resources will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While out intent is to make this access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from this access, in the form of information resources and opportunities for collaboration, out weigh the disadvantages.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity, to ensure that users are using the system responsibly and to check their contents. Users should not expect that files stores on the District servers will be private. Users of the system also consent to monitoring of in-transit communications as well as access of stored communications by network administrators.

As outlined in the "Acceptable Use Policy" and regulations, the following types of conduct are not permitted:

Sending or displaying offensive messages or pictures
Using obscene language
Harassing, insulting or attacking others
Damaging computers, computer system or networks
Violating copyright laws
Using another's password
Trespassing in another's folder, work or files
Intentionally wasting limited resources
Employing the network for commercial purposes

This list is not intended to be comprehensive but to illustrate the rules. Violations may result in a loss of Internet privileges, as well as additional disciplinary or legal actions.