

## **GUIDELINES AND USE POLICY REGULATING THE USE OF COMPUTER RESOURCES IN THE AVERILL PARK CENTRAL SCHOOL DISTRICT**

All students at the Averill Park Central School District are expected to abide by the conditions set forth in the board-adopted Acceptable Use Policy in order to access the technology available for student use. The policy is printed below. Please feel free to contact a school administrator with any questions you may have.

The Board of Education of the Averill Park Central School District encourages the use of computer resources as a valuable tool for education and an integral part of the curriculum. Computer resources shall be defined to include but are not limited to the following: computers, computer programs, electronic library resources and the network, along with access to the Internet, communication (e-mail) with teachers and the development and testing of staff and student programs. Included in this document are guidelines and regulations covering student and staff use of district computer resources, including:

- who shall have access to, and level of access to
- acceptable uses of
- sanctions for inappropriate use of
- proper use of copyrighted material

These guidelines and regulations shall be made known to all staff, parents and students prior to their use of district computer resources.

### General Guidelines

Student and staff use of district computer resources is for school related use only. Computer resources are available to users solely for the purpose of supporting our educational programs (classroom activities, career exploration and limited directed discovery activities) and professional development. The use of district computer resources is a privilege, not a right and may be revoked at anytime. Each user must agree with and comply with the Board of Education Policy and related guidelines.

### Procedures

All users of Averill Park Computer Resources are expected to become familiar with, and follow, the Acceptable Users Policy (AUP) as agreement to the terms and conditions of their use of any Averill Park Central School District Computer Resources, as well as agreement to the publication of any material developed while a student or staff member of the Averill Park Central School District.

In order to best utilize online and other research related computer resources users first should develop a search plan defining the problem or area of study.

Staff may access personal accounts for school-related purposes if computer resources are not in demand by another staff or student pursuing a curriculum or school-related project. Failure to comply with any of the policies or guidelines related to computer resources will result in appropriate disciplinary action including, but not limited to:

- loss of usage privileges related to computer resources
- monetary restitution for any damages caused
- possible civil or criminal proceedings
- loss of school privileges
- detention
- suspension from school
- any other school penalties deemed appropriate

### Acceptable Uses

The use of district computer resources must be in support of education and research consistent with the educational objectives of the Averill Park Central School District.

The purpose of district computer resources is to support research and education in and among academic institutions by providing access to these unique resources and by allowing for the opportunity to engage in collaborative work. All material obtained by means of these resources should be considered copyrighted and included on a works cited page; furthermore, the Averill Park Central School District assumes no responsibility for the quality or accuracy of such material.

Users may have access to e-mail. Elementary students' e-mail access will be via a classroom account under the supervision of the classroom teacher. Secondary students may be provided with an individual e-mail account, but must have the approval of the administration and their parents for such an account. Staff may request an e-mail account. Each user is to report to the system administrator any message that is received that the user feels is inappropriate or makes them feel uncomfortable.

### Prohibited Activities

Following is a partial list of generally prohibited activities. This list is not all inclusive and is intended as a general guide for the user of district computer resources and may be updated at any time without notice.

Users are not allowed to:

- engage in activities for commercial purposes or political lobbying
- post personal contact information about yourself or others
- engage in activities that will disrupt the system in any way
- alter the operation system or application software on the district computers in any way
- engage in any illegal activity
- arrange to meet with anyone you meet online
- share your password or account with others
- use profane, vulgar, rude, disrespectful or threatening language in any correspondence
- post or access obscene or profane material
- establish unauthorized web sites or web pages
- copy software
- download unauthorized information or applications
- load personal software or disks
- alter, tamper with or destroy the material of another user or the district
- use the computer to access data from secure areas (no hacking)
- use personal diskettes without authorization