

Acceptable Use Policy for Students

Purpose

The purpose of technology systems access, including computer, handheld, network, Internet access, email access, telecommunications, and media retrieval in the Fonda-Fultonville Central School District is to promote educational excellence. Access to technology systems supports the objectives of the district by providing opportunities for communication, research, collaboration, professional development, and the sharing of successful programs, practices and materials.

Student Guidelines and Conditions

These guidelines and conditions of use apply to all students with access to any technology resources owned and operated by the Fonda-Fultonville Central School District. The use of Fonda-Fultonville Central School District technology systems is a privilege, not a right, thus all users must submit a signed Acceptable Use Policy to gain access. Individuals who gain access to technology systems without a signed Acceptable Use Policy may not claim ignorance of the policy as an excuse for violating the stated conditions and guidelines.

As members of a networked community, students have specific responsibilities with regard to the efficient, ethical and legal utilization of computer devices and network resources and must strictly adhere to the following guidelines and conditions of use.

SECURITY

Security on any technology system is a high priority.

- * Students are responsible for the proper use of accounts issued to them, such as email, blogs, Internet or access to software, and must not provide or display their passwords and login information to anyone, nor leave an application open when unattended.
- * Students are responsible for all activity under their account.
- * Attempts to compromise the security, integrity, or functionality of the system, or possession of tools, while on school, district property or remotely, designed to do so, is a violation of this policy.

This includes, but is not limited to:

- intentional uploading or creation of computer viruses
- deletion or alteration of other user files or applications

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- removing protection to gain access to restricted areas
- unauthorized blocking of access to information, applications, or areas of the network
- * It is a federal offense to break into any security system. Financial and legal consequences of such actions are the responsibility of the user.
- * If you feel you have identified a security problem on the network, notify the Network and Systems Coordinator. Do not demonstrate the problem to other users.
- * Any user identified as a security risk may be subject to severe restriction of, or cancellation of privileges.
- * It is a violation of this policy to introduce or attach any software or hardware to technology used in the Fonda-Fultonville Central School District, which is not owned by the Fonda-Fultonville Central School District or specifically authorized by the Network and Systems Coordinator at the school or district level.
- * No modification to any hardware or software owned or managed by Fonda-Fultonville Central School District may be made without specific authorization by the Network and Systems Coordinator at the school or district level.

SYSTEM RESOURCES

System resources are limited and are intended to support the educational objectives of the Fonda-Fultonville Central School District.

- * The use of technology systems must be consistent with, and support educational objectives. Therefore activity on the network, such as Internet sites accessed, communications via email, or blogs must support these objectives.
- * File space has its limits and users should regularly review and delete unnecessary files.
- * Students should make a conscientious effort to conserve district resources. Use of high bandwidth resources, such as online music, or streaming video must be related to educational goals and authorized by the instructor.

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- * Students are responsible for backing-up copies of documents that are important to their classes by using their personal folder on the FFCSD network. Backup operations are in place to backup network files and folders nightly. The District will not be responsible for loss of data.
- * Using email to send chain letters, advertisements, personal notices, or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people) is in violation of this policy. FFCSD reserves the right to view and monitor all email.

Privacy

Communications, including voicemail messages, phone calls, email, attached documents and images are not private. In theory, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.

- * Fonda-Fultonville Central School District reserves the right for the Network and Systems Coordinator to examine, restrict, or remove any material that is on or passes through its technology systems.
- * Users may not reveal home addresses, personal e-mail addresses or personal phone numbers of other students or personnel.

Internet

The Internet provides access to schools, people and informational sites all over the world. The educational potential is limitless; however, users must understand that neither the Fonda-Fultonville Central School District nor any Fonda-Fultonville Central School District employee controls the content of the information available on the systems. The school district does not condone the use of controversial or offensive materials and cannot be held responsible for such use. The Fonda-Fultonville Central School District is in compliance with the Child Internet Protection Act (CIPA). The District will monitor the online activities of minors and will provide education to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Filtering and monitoring services are in use on all computers with access to the Internet.

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- * Students are expected to take individual responsibility for their appropriate use of the Internet.
- * Student use of the Internet is filtered but does not guarantee that students will not access inappropriate sites.
- * All communications must be polite and use appropriate language. swearing, abusive, harassing, obscene, threatening and vulgar language are considered inappropriate and are a violation of this agreement.
- * Messages relating to, or in support of, illegal activities may be reported to local law enforcement authorities.
- * Students, under the direction of a teacher or advisor, may publish materials on the Internet on District approved sites that support the school district's objectives and are relevant to school-related activities. In publishing information on the Internet, students must adhere to all previously stated conditions and guidelines as well as the following:
 - An Internet web page may include pictures of students or items of student work, identified by first name only, and only under the supervision of a teacher or advisor.
 - No web page will be linked to a personal web address on another server unless authorized by Network and Systems Coordinator.
 - Copyright laws must be adhered to. Permission to copy or use materials must be obtained from the copyright owner and must be cited. The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials.
 - The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district systems is prohibited.

Unacceptable Use

Some examples of unacceptable use of district systems include:

- * Conducting commercial activities, product advertisement, political lobbying, or unethical/illegal solicitation and personal notices.
- * Supporting illegal activities, such as the illegal sale or use of drugs or alcohol, criminal gang activity or threats, intimidation or harassment of any other person; or for any activity prohibited by district policy

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- * Accessing, distributing or selling files or web sites that contain pornographic or obscene pictures, videos, stories, or other material; or exposing others to such material.
- * Purchasing goods or services, without authorization, that requires you to submit a credit card number, or obligates the school or district to another party; the School District will not be held responsible for any financial obligations for goods or services purchased over the Internet or via telephone conversation without appropriate authorization.
- * Responding to any messages, files, Web sites that solicit personal information about you or someone else, or requesting a personal contact with you or another user.

CONSEQUENCES

1. Violations may result in suspension and/or revocation of student access to the district systems.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
3. When applicable, law enforcement agencies may be involved.

Non-Liability

The Fonda-Fultonville Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Fonda-Fultonville Central School District will not be responsible for any damages the user experiences. This includes loss of data resulting from delays, non-deliveries or misdirected deliveries. Also, any service interruptions caused by system upgrade, repair, unexpected power disruption or user errors or user omissions will not be the responsibility of the Fonda-Fultonville Central School District. Use of any information obtained via the Internet is at your own risk. The Fonda-Fultonville Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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The guidelines and conditions outlined in this policy in no way limit the school district's prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessary to adequately supervise, protect, and, if necessary, discipline its users. The district reserves the right to revise this policy at any time, and all revisions will take effect immediately as per district governance.

Adopted: April 14, 1997

Revised: March 26, 2012

Fonda-Fultonville Central School Student Account Agreement

Student Section

Instructions: After reading the acceptable use policy and regulations, please read and fill out the appropriate portions of the following contract completely and legible. The signature of a parent or guardian is also required for students who are minors.

Contract for student

I have read the Acceptable Use Policy (AUP). I understand and will abide by the terms, conditions, and guidelines it contains. I further understand that any violation of the AUP is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

Student Name (Print) _____ Grade _____

Student Signature _____ Date _____

Student Password (Grades5-12) (Must be at least 8 characters) _____

Parent or Guardian Section

I have read the District Acceptable Use Policy. I understand that my child's access to the Internet and to the school computer network is designed for educational purposes and I also recognize that it is impossible to restrict access to all controversial materials.

Therefore, I release the school district, its personnel and any other institution with which it is affiliated, from any and all claims or damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I further agree to release the school district, its personnel and any other institution with which it is affiliated, from any and all claims or damages of any nature arising from my child's use of the internet outside of school.

I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

With my signature I give permission for my child to use and access the Fonda-Fultonville Central School District computer network and the Internet and I also certify that the information contained in this form is correct.

Parent Name (Print) _____

Parent Signature _____ Date _____

Office Use ONLY: Graduating Year _____