

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

We are pleased to offer the students of Edwards-Knox Central School access to the district computer network for Internet access. To gain independent access (the use of the Internet during a student's free time) all students must obtain parental permission and must sign and return this form to the School.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, and inaccurate or potentially offensive to some people. While our intent is to make Internet 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 access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Edwards-Knox Central School teachers who utilize the Internet for instruction will review the guidelines for its use. Parents and guardians should help set and convey the standards that their children should follow when using media and information sources. To that end, Edwards-Knox Central School supports and respects each family's rights to decide whether or not to apply for independent access. However, by not approving Internet access a student's ability to research information will be limited.

Guidelines for Acceptable Use - Users are expected to follow these rules of network etiquette:

1. Users are to be polite and use appropriate language. Abusive and/or vulgar messages are not allowed.
2. Users are not to engage in illegal activities including sexually explicit material, gambling, and hate websites.
3. Users are not to reveal anyone else's address, phone number or personal information out over the Internet.
4. Users cannot hold the district responsible for materials that he/she acquires on the network.
5. User's files are NOT private. The District has access to all files and can monitor computer activity at all times.
 - Any messages relating to or in support of illegal activities may be reported to the authorities.
6. Users are not to use the network in any way that will be disruptive to other users.
7. Users are not to access, alter, or destroy any files.
8. Users may access the network ONLY for educational intent.
9. Users are not to investigate, download or play Internet games that are not approved by a teacher, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
10. Users in grades 9-12 will have a school supplied e-mail account not to be misused.
11. Users are not to download or install any software to the computers.
12. Users are not to give out their username and password to anyone, nor are they to use another person's username and password to access the network.
13. Users will credit all materials in their work in keeping with copyright laws.
14. Users are not to employ the network for commercial purposes.
15. Users are to report any misuse of the system according to these rules to the administration.
16. Users are to treat the equipment with care and not abuse it.
17. Users are to follow printing guidelines and ARE NOT allowed to print in color unless given permission by an EK staff member and should only be done for academic purposes.
18. Users are not to use Proxy servers to access the Internet.
19. Users in grades 9-12 will have access to a school provided e-mail account and are expected to use this account within the intent of these guidelines. Grades K-8 will not have permission to access or use any e-mail accounts.
20. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

The following are possible consequences depending on the severity of the offense and the impact it may have on others:

- Loss of privileges for 30 days.
- Loss of privileges for remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.
- Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.
- A discipline referral needs to be filled out by faculty/staff to report violations.

Additional disciplinary action may be determined at the building level for infractions that may violate existing practices (i.e. inappropriate language.) When applicable, law enforcement agencies may be involved.

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Grades 3-12

User Agreement and Parent Permission Form – 2011-2012

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (please print) _____

Grade _____ **Birth Date** _____

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

Parent Name (please print) _____

Street Address _____

Town _____

Home Telephone _____

Parents' Signature _____

Date _____

In order to have your network account enabled, **this form must be returned by Thursday, September 15th** to your homeroom teacher. Until this form is returned, you will not have access to our network. **4th – 12th grade students will continue to use previously assigned passwords. New students and third graders will be assigned passwords.**

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12. Users will credit all materials in their work in keeping with copyright laws.
13. Users are not to employ the network for commercial purposes.
14. Users are to report any misuse of the system according to these rules to the administration.
15. Users are to treat the equipment with care and not abuse it.
16. Users are to follow printing guidelines and ARE NOT allowed to print in color unless given permission by an EK staff member and should only be done for academic purposes.
17. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

The following are possible consequences depending on the severity of the offense and the impact it may have on others:

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- Loss of privileges for remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.
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TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

Pre-Kindergarten – Grade 2

User Agreement and Parent Permission Form – 2011-2012

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (please print) _____

Grade _____ **Birth Date** _____

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

Parent Name (please print) _____

Street Address _____

Town _____

Home Telephone _____

Parents' Signature _____ **Date** _____

In order to have access to the network, **this form must be returned by Thursday, September 15th** to your teacher. Children in Pre-Kindergarten – Grade 2 will not have individual accounts but will be logged onto the network by their teacher provided that this form has been turned in with parental approval.

Staff Acceptable Use Agreement for Technology Edwards-Knox Central School

Introduction

The Board of Education will provide staff with access to various computerized information resources through the District's computer system consisting of software, hardware, computer networks and electronic communication systems. All access to the E-K Computer System from school, home, or other remote locations shall be subject to this policy and accompanying regulations.

Staff use of the Computer System is conditioned upon written agreement by the staff member that use of this system will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the System. All such agreements shall be kept on file in the District Office.

Staff Access

Staff access to the Computer System will include but is not limited to:

1. Internet (World Wide Web) resources through their classroom, library, or school computer lab. Internet access history may be monitored at any time.
2. A school e-mail account. School e-mail accounts are not private. The District Superintendent (or designee) has the right of access to all e-mail sent or received.
3. A staff created professional web page(s) for educational purposes as part of class or school related activities. All material placed on staff web pages will be monitored for appropriateness.
4. The Student Informational System eg., Web2School, ClearTrack, for current students as regulated by FERPA laws.

Acceptable/Unacceptable Uses

1. **Respecting Resource Limits of the District Computer System:**
 - a. Will be used for educational and professional activities.
 - b. Will not be used for the operation of a Commercial Business.
 - c. Staff will manage their e-mail on a regular basis.
 - d. Unauthorized access to any component of the Computer System is strictly prohibited.
2. **Plagiarism and Copyright Infringement**
 - a. Staff will not plagiarize.
 - b. Staff must respect the rights of copyright owners and obtain permission for use from the copyright owner prior to use.
3. **Inappropriate Access to Material**
 - a. The computer network will not be used to access material that is profane, obscene, pornographic or illegal.
 - b. The computer network will not be used to advocate violence or discrimination towards other people.
 - c. The use of Internet games or social networking programs not relevant to an educational purpose is prohibited.

Staff Rights/Responsibilities

1. Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the Computer System is private.
2. In the event that a staff member accidentally accesses an unacceptable website or receives an inappropriate email, that staff member should report it immediately to the Superintendent or his/her designee, so this site can be blocked from further use.

Discipline

Staff members who engage in unacceptable use may lose access to the computer network and may be subject to further discipline under the law or in accordance with applicable collective bargaining agreements.

Limitation of Liability

Edwards-Knox Central School makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system, including but not limited to loss of data and inaccurate or poor quality information obtained from the system.

This form will be collected and stored in the high school or elementary office. It is due by September 15 or 10 days after your hire date if hired after the start of the school year.

Staff Member Signature

Date