

# EDWARDS-KNOX CENTRAL SCHOOL

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## 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, 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 and
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 ask permission to print more than 25 pages or in color.
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 – 2010-2011

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** \_\_\_\_\_

**Teachers Name** \_\_\_\_\_ **(3-6<sup>th</sup> Grade only)**

In order to have your network account enabled, **this form must be returned by Thursday, September 16<sup>th</sup>** to your homeroom teacher. Until this form is returned, you will not have access to our network. **4<sup>th</sup> – 12<sup>th</sup> grade students will continue to use previously assigned passwords. New students and third graders will be assigned passwords.**