

HENRY HUDSON REGIONAL ACCEPTABLE USE AND INTERNET SAFETY POLICY OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Henry Hudson Regional Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated, and transferred, those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards, and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources, but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect the training of teaching staff members in skills appropriate to analyzing and evaluating resources as to appropriateness for education purposes.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board also retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Students and teachers have access to electronic mail communicating with people all over the world. With this access, comes the availability of material that may not be considered to have educational value in the context of the school setting. Although Henry Hudson has taken precautions and uses a commercial filtering product, the Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board-approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

Standards for Use of Computer Networks/Digital Devices

Any individual engaging in the following actions when using computer networks/computers and/or digital devices shall be subject to discipline or legal action:

- A. Using the computer network(s)/computer(s) for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. An obscene activity shall be defined as a violation of generally accepted social standards through the use of publicly owned and operated communication vehicles.
- B. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer/electronic environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions.
- C. Using the computer network(s)/digital devices in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network
 - 2. Degrades or disrupts equipment or system performance
 - 3. Uses computing resources of the school district for commercial purposes, financial gain, or fraud
 - 4. Steals data or other intellectual property
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user
 - 6. Gains or seeks unauthorized access to resources or entities
 - 7. Violates copyrights, institution or third party copyrights, license agreements or contracts
 - 8. Forges electronic messages (E-Mail) or uses an account owned by others
 - 9. Invades privacy of others
 - 10. Posts anonymous messages
 - 11. Possesses any data which is a violation of this policy
 - 12. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.
(See Board Policy 2361-Acceptable Use of Computer Network/Computers and Resources-Available online)
- D. Individual users of computer networks/digital devices are responsible for their behavior and communications over the networks.
 - 1. All user accounts will be used only by the authorized owner.**
 - 2. It is the responsibility of the owner to log on and log off of their individual accounts.**
 - 3. All passwords are to remain confidential by the user.**
 - 4. No user shall allow others to utilize his/her account.**

Consent Requirement

No staff member shall be allowed to use the computer network, digital devices and the Internet unless he/she has filed with the Technology Supervisor a signed Acceptable Use and Internet Safety Policy Consent and Waiver Agreement.

Staff/Students Communications

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the rights to access stored records in cases where there is reasonable cause to expect wrongdoing for misuse of the system. Courts have ruled that old messages may be subpoenaed and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the superintendent to specify those behaviors, which are permitted, and those, which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner, consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

Acceptable Use Consent and Waiver Agreement

I have read the terms and conditions for the Henry Hudson Regional Acceptable Use and Internet Safety Policy and Board Policy and Regulations: 2361 Acceptable Use of Computer Network/ Computers and Resources (available online). I understand and will abide by the stated terms and conditions stated in this policy. I understand that this access is designed for educational purposes and Henry Hudson Regional School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Henry Hudson Regional School district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school action may be taken and/or appropriate legal action.

User Name: (please print) _____

User Signature: _____ Date: _____