

# MOUNT MARKHAM CENTRAL SCHOOL

## POLICY FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY

### GOALS OF TECHNOLOGY ACCESS

Students of Mount Markham Central School District have access to school to electronic telecommunications and District owned /provided hardware and software. The primary educational goals of this access are increasing the accessibility of information, improving communication, and increasing the integration of technology into teaching and learning, and preparing students for full participation and citizenship in a technology dependent world.

### PRIVACY

Network and internet access are provided as educational tools. Mount Markham Central School District reserves the right to monitor, inspect, copy, review and store all usage of the computer network, internet, and data /information created, transmitted, or received during usage. All such files, data, and information shall be and remain the property of the Mount Markham Central School District and no user shall have any expectation of privacy regarding such materials.

### RIGHTS OF USE OF DISTRICT TECHNOLOGY

The use of electronic telecommunications is a privilege, not a right.

### INTERNET BLOCKING/ FILTERING TECHNOLOGY

Mount Markham Central School District has installed and uses internet filtering software. This software is used both in compliance with the Federal Children's Internet Protection Act and the District's belief that we must do our best to support our students' learning in a manner that supports the District mission while providing a safe learning environment. Use of filtering software cannot guarantee that all inappropriate sites can never be accessed. However, it drastically reduces that possibility. Any attempt to bypass school filtering or security will result in disciplinary action.

### GUIDELINES GOVERNING USE OF DISTRICT TELECOMMUNICATIONS, HARDWARE, AND SOFTWARE

The following guidelines will govern an individual's privilege to utilize District telecommunications, hardware, and software. Any violation will jeopardize an individual's use of District technology and may result in other consequences.

1. Vandalism is not permitted. Vandalism includes:
  - Any malicious attempt to harm or destroy data of another user, internet, or other networks that are connected via electronic technology.
  - Uploading or creating computer viruses.
  - Damage to any hardware.
2. Users of District electronic technology will abide by the generally accepted rules of etiquette:
  - Be polite and respectful of others.
  - Use appropriate language and gestures.
  - Respect the privacy and intellectual property of others.
  - Use electronic technology with consideration and respect so that others can also make use of services.
  - Avoid all forms of cyber-bullying, including but not limited to language or images intended to embarrass, threaten, harass or intimidate others.
3. Accounts for utilization of electronic telecommunications and network access are established and paid by the School District. Permission to utilize these accounts is given by specific individuals. Students may use only those accounts for which they have been authorized.
4. District electronic technology may not be used for any illegal activity, including the violation of copyright or other contracts.
5. District electronic technology may not be used for financial or commercial gain.
6. District electronic technology will not be used to gain unauthorized access to District resources or data.
7. Specifically forbidden is the transmission or receipt of any information in any media format which is pornographic, profane, obscene, explicitly sexual, violent, or which contain other material or media which lacks serious educational, literary, artistic, political or scientific value according to local community standards.

8. Students may not use the District's electronic technology to download and /or play non-educational games.
9. Students may not download or install any software on District computers without explicit permission from IT staff. (Updates are acceptable for Java, Windows, Adobe, and Smart software)
10. Students are strictly prohibited access to others files for the purpose of copying or moving files/ folders. The only exception would be District employees with administrative rights.
11. It is the responsibility of students to inform District administrators if they have knowledge of or suspicions that a District student or employee has been involved in any of the prohibited behaviors enumerated in the guidelines above.

**DISCIPLINARY ACTIONS MAY INCLUDE:**

1. Student restriction of use of District electronic technology.
2. Student loss of use of District electronic technology.
3. Additional disciplinary action of students determined at the building level pursuant to the Student Code of Conduct.
4. Involvement of law enforcement.
5. Involvement of BOCES District Superintendent and /or New York State Education Department.

**WARRANTIES AND INDEMNIFICATION**

By signing this policy:

- A user takes full responsibility for his or her use of any District electronic technology.
- The user who is 18 years or older, and the parent(s)/guardian(s) of users under the age of 18, agree to indemnify and hold harmless the Mount Markham Central School and District from any and all loss, costs, claims or damages resulting from the user's access to the District network and internet, including but not limited to any fees or charges incurred through the purchase of goods or services by the user.
- The user who is 18 years or older, and the parent(s)/guardian(s) of users under the age of 18, agree to cooperate with the District in the event of District's initiation of an investigation of a user's access of District electronic technology, whether that access occurred using District electronic technology or electronic technology outside of the District.
- Affirm that it is not reasonable that the District can directly supervise a user every minute he or she is using District electronic technology. Therefore, you agree that when the user is not directly supervised, he or she will obey all school computer use policies, as well as civil and criminal laws.

**POLICY MODIFICATIONS**

This is a living document and subject to revisions. The District may modify these rules and guidelines at any time by publishing modified rules in print and /or on the District website.

**SIGNATURES**

The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

<b>FOR STUDENTS</b>	<b>Date:</b> _____
<b>Last, First, Middle Initial, (Please print):</b> _____	<b>Student Signature:</b> _____
<b>For Students Under 18 Parent / Guardian Name (Please print):</b> _____	<b>Parent / Guardian Signature:</b> _____