



Acceptable Use Policy 6470 Technology and Networks

Board of Education

Approved: 8-21-18

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The Spackenkill Union Free School District, or SUFSD, provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by SUFSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The SUFSD uses a filtering system to track and monitor all computer and Internet use on the school network. The system is designed to prevent access to educationally inappropriate sites. It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples of online conduct that may constitute not only a violation of school policy may also be a violation of federal and/or state criminal laws relating to cyber crimes:

- **Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.
- **Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc.
- **Copyright Violations:** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

By signing the Acceptable Use Policy, staff, students and parents/guardians acknowledge the following rules and conditions:

- I understand that the use of the school network and email is a privilege, not a right.
- I understand that my school network and email accounts are owned by the district and are not private. The district has the right to access my information at any time.
- I understand that SUFSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- I will use technology in a manner that complies with laws of the United States and the State of New York.
- I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.



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RESPONSIBLE USE:

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. **I AM RESPONSIBLE FOR MY USE OF THE SPACKENKILL SCHOOLS NETWORK.** I will use SUFSD computer resources responsibly. I will not search, retrieve, save, circulate or display discriminatory, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any SUFSD computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the SUFSD network for illegal or commercial activities is prohibited.
5. **I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not disrupt the school learning environment and/or my fellow students, teachers and administrators.
6. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SCHOOLS' NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing any software including file sharing, shareware, or freeware on school computers.
8. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school



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9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.

I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR WHAT I POST ONLINE.

I will follow all guidelines set forth by the SUFSD and/or my teachers when publishing anything online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I am aware that this applies whether I'm using a District owned device or a personal device on the school network. I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of people with their first and last names on any online site, including but not limited to: blogs, Facebook, Instagram unless I have the express permission of a District administrator.

Take Home Devices Issued To Students

Purpose

The devices will provide students with access to educational materials that will help them be successful. The devices allows students access to Google Apps for Education, educational web-based tools, as well as many other useful sites and resources. The device is an educational tool not intended for gaming, social networking, or high end computing. Administrators and the Director of Technology retain the right to request that a Chromebook be returned, repaired, or inspected at any time, for any reason. The devices are the property of the Spackenkill School District.

Students are expected to properly care for technology assigned them by the district and follow these guidelines:

- Students are expected to charge their devices each night and bring them to school.
- Devices that are broken, or fail to work properly, must be taken to the computer lab or main office as soon as possible so that any issues can be diagnosed and fixed.
- No food or drinks are allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the proper ports.
- Never transport your device with the power cord plugged in.
- Students should never carry Chromebooks while the screen is open.
- Vents should not be covered. Vents allow for cooling of the device to prevent overheating. The Chromebook cases allow for airflow under the Chromebook itself and will not overheat. They should be left in their cases at all times. The charging port is accessible when the case is unzipped. They can be charged while in the case.



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- All devices must have a Spackenkill School District inventory tag on them at all times and this tag must not be removed or altered in any way.
- Attempt not to subject the devices to temperature extremes, such as when left in a car.
- Attempt not to leave your Chromebook unattended.
- ALL REPAIRS must be completed by district technology department staff

End of Year

All students and 10-month staff are required to turn in all devices including but not limited to laptops, chromebooks, Macbooks, and iPads at the end of every school year. Staff members are permitted to sign out a device for summer use with prior notice. Any devices requested over the summer will be inspected, inventoried, and updated first and given priority. Staff will be notified when their device is ready for pickup.

COPPA Compliance

Dear Parents/Guardians of school-aged children under the age of 13,
In order for the district to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require parental notification and signature as outlined below.
Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include Google Apps for Education (GAFE), Prezi, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school email address, must be provided to the web site operator to create an account. Your student will receive a Google email account to participate in the Google Apps for Education program used by Spackenkill Schools. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form when completed below and on file with the district will constitute consent for our schools to provide basic personal identifying information for your child.



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Please review the Acceptable Use Policy and sign the form below.

Parent or Guardian:

As the parent or guardian, I have read the SUFSD Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes only and that student information may be shared with 3rd party vendors. I recognize it is impossible for SUFSD to restrict access to all inappropriate materials and I will not hold the school responsible for materials acquired on the school network.

I hereby give permission for my child to use technology and online resources at Spackenkill Union Free School District. Please have your child read & sign the student section below.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____

Date _____

Students: (Grades 3 thru 12)

I understand and will obey the rules of the Spackenkill Schools Acceptable Use Policy. I will use school technology resources productively and responsibly for school-related purposes. I understand that consequences of my actions could include possible loss of computer privileges, and/or school disciplinary action as stated in the Code of Discipline, and/or prosecution under state and federal law.

Student Signature: _____ Print name: _____

Date _____

Staff:

I have read and understand the SUFSD Acceptable Use Policy. I understand that computer access is provided for educational purposes and that my use for any other purpose is inappropriate. I understand that consequences of my actions could include possible loss of computer privileges, and/or disciplinary action as provided under state law or any relevant collective bargaining agreement, and/or prosecution under state and federal law.

Staff Signature: _____ Print name: _____

Date: _____