

Saranac Central School District

Information Technology Program

Student Acceptable Use Regulations

Section I: Purpose

- A. The district's Information Technology System (the System) has been established for a limited educational purpose. The System consists of software, hardware, computer networks and electronic communication systems. This includes access to electronic email. The System has been created to be an integral component of the educational experience of students and instructional services staff in pursuit of the district's educational mission and goals. This includes application of information technology in classroom activities, career development activities, limited Internet search activities, and for independent library research.
- B. The district makes no guarantee that the functions or the services provided by or through the System will be error-free or without defect. The district is not responsible for the accuracy or quality of the information obtained through or stored on the System and will not be responsible for any damage, including but not limited to, loss of data or interruption of service experienced.
- C. The System was not established as a public access service and the district has placed appropriate restrictions on the material students may access or post through the System. Students may be permitted access to Internet and World Wide Web information resources through classrooms, library facilities or computer laboratories during established times. Students may have electronic mail (E-Mail) access only under a teacher's direct supervision with a classroom access account. Students may be provided an individual E-Mail access account under special circumstances as determined by a teacher and administrator and approved by the student's parents or guardian in writing.
- D. All students must have a valid Student Access Agreement to be permitted authorized use of the System, including its computer networks, for Internet search activities and individual E-Mail accounts. Use of the System or any of the district's computers without authorization is strictly prohibited. A valid Student Access Agreement requires signature by the student and his/her parent or guardian and must be approved by a district representative. Student Access Agreements may be terminated by a student and/or his/her parent or guardian upon written notice to the district. Student Access Agreements may also be terminated by the district at any time for violation of the district's policy or regulations. "This policy does not attempt to articulate all required and/or acceptable uses of the system nor is it the intention of this policy to define all inappropriate usage. Students and all other users shall adhere to the laws, policies and rules governing computers including but not limited to copyright laws, rights of software publishers, license agreements and student rights of privacy created by federal and state law." (from SagHarbor)
- E. Students are required to follow the provisions of these regulations as well as the provisions of any applicable Student Handbook in the use of the System. Alleged violations of the policy or regulations will be handled in accordance with the district's established disciplinary procedures.
- F. All material on the System, including files and messages titled or labeled "personal" or "confidential," may be subject to routine maintenance and monitoring by the district to assure the integrity of the information technology system. Investigation of information technology policy or regulation violations may include searches of student E-Mail access accounts and files.
- G. The district will not be responsible for any financial obligation arising through unauthorized use of the System. The district will cooperate fully with local, state, or federal officials in any investigation related to any alleged unlawful activities conducted through the System.

- H. The district will notify any student and his/her parent or guardian of suspension or revocation of a student's authorization to access the System and the district's review procedure in writing.

Section II: Student Obligations

- A. Students are required to notify a teacher or other school official of receipt of any message or access to any material which offends or makes the student feel uncomfortable.
- B. Students are required to seek advance authorization of any activity he/she is not sure is authorized under these regulations.
- C. Students are required to immediately notify a teacher or other school official of any potential security problem and are prohibited from looking for security problems, as this may be construed as an attempt to gain unauthorized access.
- D. Students are required to comply with District virus protection procedures in, downloading files.
- E. Students accidentally accessing inappropriate material are required to immediately report the access to a teacher or other school official.
- F. Students are required to adhere to any additional limitations placed on them by their parent or guardian as to inappropriate materials.
- G. Students are required to receive advance permission from a teacher or other school official before use of copyrighted material.
- H. Students with individual E-Mail access accounts are required to check E-Mail frequently, delete unwanted messages promptly, and stay within any established E-Mail quota.
- I. Each student with an individual E-Mail access account is required to take all reasonable precautions to prevent unauthorized access to the student's access account.

Section III: Prohibited Conduct

- A. Use of the System for any commercial purpose is prohibited including, but not limited to, offering for sale, providing or purchasing any product or service through access or use of the district's information technology system.
- B. Use of the System for political lobbying is prohibited.
- C. Providing personal contact information including, but not limited to, home address, telephone number, or school address about yourself or any other person is prohibited.
- D. Meeting with anyone introduced on-line without the consent of the student's parent or guardian is prohibited. Students should be accompanied by a parent or guardian to any such meeting.
- E. Attempting or gaining unauthorized access to the System is prohibited.
- F. Attempting or gaining unauthorized access to any other computer system through use of the System is prohibited.
- G. Attempting or exceeding authorized access to the System including, but not limited to, attempting to log in through another person's account or accessing another person's files is prohibited.
- H. Attempting to disrupt or disrupting the System including, but not limited to, damaging equipment, destroying data or introducing or spreading computer viruses, is strictly prohibited.

- I. Engaging in any criminal or unlawful act through use of the system is strictly prohibited.
- J. Providing access to the System to an unauthorized person through a student's access account, or otherwise, is prohibited.
- K. Disclosing a System password to another person, except a teacher or other school official, is prohibited.
- L. Accessing or use of material or language which is considered obscene, profane, lewd, vulgar, rude, inflammatory, violent, threatening or disrespectful, as determined by the district, is prohibited on the system.
- M. Posting material that presents a reasonable potential for damage or a danger of disruption to the System is prohibited.
- N. Engaging in personal attacks, including prejudicial or discriminatory attacks, through use of the System is prohibited.
- O. Refusal or failure to follow the direction from another person or organization to stop sending messages is prohibited.
- P. Posting false or defamatory information on the System is prohibited.
- Q. Reposting a message sent privately without permission of the original sender is prohibited.
- R. Posting private information about another person is prohibited.
- S. Posting chain letters or sending annoying or unnecessary messages is prohibited.
- T. Reproduction of material protected by copyright without authorization is prohibited.

Section IV: Activities for Which Advance Permission is Required

- A. Downloading large files is not permitted without advance approval of a teacher or other school official. Downloading will not be permitted unless absolutely necessary; and if necessary, the student will be directed to download the file when the System is not in heavy use and must immediately remove the file from the district system to the student's personal computer.
- B. Subscription or participation in discussion groups (i.e. chat rooms) and E-Mail lists is not permitted without advance approval of a teacher or other school official. Such subscription or participation will be limited to those relevant to educational or career development objectives at the discretion of the district.