

Acceptable Use Policy: Electronic Information Access and Use for Educational Purposes

Dansville Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by District information technologies.

Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to the technology is a privilege and not a right.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "as is, as available" basis.

District Definitions:

Equipment includes, but is not limited to, computers, monitors, keyboards, the mouse, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.

Software includes, but is not limited to, computer software, print and non-print resources.

Networks include, but are not limited to, all voice and data systems, wiring, switches, hubs and routers.

Users include anyone who is accessing or using District equipment, software, or networks.

District Responsibility

Dansville Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:

- Developing and implementing an Electronic Information Access and Use Policy
- Developing and enforcing use regulations at each network site
- Defining the rights/responsibilities of Users
- Providing resources that support the mission of the School District
- Assigning and removing of member accounts on the network(s)
- Providing training and information on new technologies, software and media as they are acquired and put into use in the District
- Maintaining and repairing of equipment that comprise the network(s)
- Selecting software that the network will support
- Setting quota limits for disk usage by users of the District servers (Internet and LAN)

The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

Dansville Schools will implement filtering software intended to block minors' access to materials that are obscene, display child pornography, is harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering software operates only within the District Wide Area Network (WAN) or Local Area Network (LAN). The filtering software does not operate during dial-up access.

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

All account holders on the Dansville Schools network will be granted access to appropriate services offered by the network. The following people may be users of the Dansville Schools network:

Dansville Schools Network Users

Users of the Dansville Schools network within the LAN will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the Dansville Schools network:

1. Students. Students who are currently enrolled in the District may be granted an e-mail account upon agreement to the terms stated in this policy.
2. Faculty and Staff. Staff members currently employed by the District may be granted an email account upon agreement to the terms stated in this policy.
3. School District Resident: Residents may request an account on or use of the District network. All parties will be charged for this privilege and must agree to all rules as specified in the application. The district provides only the access and assumes no other responsibilities.

Privileges and Responsibilities of Dansville Schools Technology & LAN User Privileges

Users have the privilege to:

- use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange
- access information from outside resources, which facilitate learning and enhance educational information exchange
- access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange

User Responsibilities

Users are responsible for:

- using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school
- acknowledging that the District Internet filtering software does not filter during dial-in access. Parents of children should monitor children's Internet activities attend appropriate training sessions in the use and care of hardware, software and networks.
- seeking instruction for the use of any available technology with which they are not familiar
- adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose
- students may use e-mail, [students may not use chat, instant messaging, and other forms of two-way electronic communications] only for educational purposes and only under the direct supervision of an adult
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems
- material received, created or distributed using information technologies
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account
- keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format
- awareness of and adhering to copyright laws and guidelines and trademark laws and
- applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies
- using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. Dansville Schools is not liable for any financial obligations made nor any personal information provided while using District information technologies

- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access
- any damages to, or incurred on, their personal equipment. Users accessing Dansville Schools information technologies on personal equipment do so at their own risk
- abiding by the rules set forth in this policy, general District rules, and additional rules as may be established by the District. Board of Education policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a “for-profit” business, for product advertisement or political lobbying
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems
- using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network
- vandalizing District or any other information technologies (the District's or any others).
 - Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the
 - District's information technologies. Vandalism includes, but is not limited to, the creation or
 - intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior

The school District's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Challenges

Challenges to District information technologies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.

Dansville Schools
Electronic Information Access and Use for Educational Purposes
Member Responsibility Declaration

Dansville Schools has developed an Electronic Information Access and Use for Educational Purposes Policy for the Internet, local and wide area networks, computers and related equipment. Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the user. I have read, understand and will abide by the attached Electronic Information Access and Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Members having accounts on the Net should be advised that they might locate material that could be considered offensive or controversial. Parents of minors should be aware of the existence of such materials and monitor home usage of the system. Students knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of the school district and such activities may result in termination of their account on the Net.

In consideration for the privilege of using the Net system and in consideration for having access to the information contained or accessed on it, I hereby release Dansville Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Dansville Schools is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the Net.

User's Signature	Date
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(If you are a student of Dansville Schools, a parent or guardian must also read and sign this agreement)

As the parent or guardian of this student, I have read the Dansville Schools Electronic Access and Use for Educational Purposes Policy. Dansville Schools has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for Dansville Schools to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the Net is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which they have not received training. Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read the Electronic Information Access and Use Policy and understand that this access is designed for educational purposes.

Parent/Guardian Signature	Date
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Dansville Schools TECHNOLOGY USAGE POLICY

With the every growing and changing use of technology in the schools, students and parents should be aware of the district's Electronic Information Access and Use Policy. The policy is available for review in the media center or main office. All users in the district are responsible for protecting the integrity of the technology systems (examples similar to but not limited to adherence to copyright laws, scanning discs for viruses.)

Usage Policy

Definition of Terms

1. Computing Systems: Any computer peripheral (hardware) owned by Dansville Schools or used on the premises of Dansville Schools or programs (software) installed on any Dansville Schools local area network (LAN) or stand-alone computer or any Internet access account issued by the Dansville Schools.
2. Network: Any networked systems on the premises of Dansville Schools or networks accessed via the District's computing systems or via an Internet access account issued by the Dansville Schools.
3. District's Systems: The Dansville Schools computing systems, network, all electronic equipment (including VCRs, DVDs, and televisions) electronic communications, fax machines and voice mails systems.
4. User: Any person employed by or any student enrolled in the Dansville Schools or any member of the public who is using the District's Systems.
5. Systems Administrator: A person designated by the district to oversee the Computer Systems.

Use of the District's Systems is a privilege, not a right, extended to users to enhance learning and educational information exchange and to conduct educational business.

Computer, electronic, and voice mail communications are Dansville Schools' records.

Communications sent and received through the District's systems are District records and are the property of Dansville Schools.

Dansville Schools reserves and intends to exercise periodically the right to access, Monitor, and disclose use of the District's Systems and contents of communications sent or received over the District's Systems to determine whether there have been breaches of security, violations of policy or other misuse.

Users who misuse the District's Systems, or knowingly allow others to do so, are subject to discipline and possible legal action and may be required to make full financial restitution to cover loss of staff time and/or equipment and/or legal expenses.

User Responsibilities

1. Acceptable Use Policy: In addition to the Dansville School technology use, rules, and regulations, users are subject to all conditions of the Dansville Schools Acceptable Use Policy.
2. Privacy: Users shall not intentionally seek information on or obtain copies of or attempt to access or tamper with data belonging to another person unless authorized by that person.
3. Passwords:
 - a. Users shall not seek passwords or use passwords belonging to another person.
 - b. Users shall take precautions to secure access of their passwords from others.

4. Security:
 - a. Users shall not attempt to knowingly infiltrate the District Systems or alter the software components of the District Systems or import files that will jeopardize the security of the District Systems.
 - b. Users shall not load software on the District's Systems without permission from their Systems Administrator.
5. Integrity:
 - a. Users shall not use the District's Systems to harass others or develop software programs that harass others, including but not limited to material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially or ethnically derogatory, or violent.
 - b. Users shall not use the District's Systems to gain access to pornography, obscenity, hate communications, blocked sites, or otherwise inappropriate files, or communicate similar inappropriate files in any form.
 - c. Users shall practice "safe" computing in keeping computing systems free of virus or other files dangerous to the integrity of the District's Systems.
 - d. Users shall not use the District's System in a destructive or malicious manner.
 - e. Users shall not download large files that tax the District's Systems bandwidth except for specific files essential to instruction (large file examples: MP3, video files, or video and audio streaming formats).
6. Copyright:
 - a. Users shall not copy software, TV programs or videos without written permission of publishers.
 - b. Users shall not load software that is not properly licensed for use.
 - c. Users shall not copy documents, files, or graphics without written permission of author.
 - d. Users shall cite references for all data accessed via Computing Systems.
7. Non-Instructional Use: Users shall not use the District's Systems for commercial or for-profit purposes, product advertisement, political lobbying or more than minimal personal business.
8. Accountability: Users have the responsibility to monitor all his/her materials received via the District's Systems to assure that they comply with responsible usage.
9. Web Publishing: Users shall not use the District's Systems to publish individual WebPages except in the course of approved instruction under teacher supervision. Pages for courses, departments, and extra-curricula's must comply with Dansville Schools' Web Publishing Policy.

Additional Student Rules and Prohibitions

1. Recreational Games: Students shall not use the District Systems for recreational games, unless expressly approved by the teacher.
2. Large Files: Students shall not download MP3 files or video or audio streaming formats, or any other large files unless expressly approved by the Systems Administrator.
3. Real-Time Forms of Communication: Students shall not access real-time communications (examples: chat rooms and instant messaging) unless expressly approved by the teacher.
4. E-mail: Students shall not access e-mail unless expressly approved by the teacher.
5. Inappropriate Information: Students who mistakenly access inappropriate information will immediately notify a teacher to protect themselves against claims of intentionally violating Policy.
6. Commerce: Students are prohibited from using the District Systems to buy or sell products or services.
7. Internet Access:

- a. Students in grades 6-8 using the District's Systems during school hours must have a signed Acceptable Use Policy (AUP) on file.
- b. Students in grades 9-12 who are not under the direct supervision of a teacher must have a signed **student handbook on file which includes the Acceptable Use Policy**

Consequences of Inappropriate Behavior

Any user who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

The system administrator will determine what is inappropriate use based on the Electronic Information Access and Use policy and their decision is final. The system administrator may close an account at any time for any infractions.

Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

adopted 10/21/02