

**SUBJECT: ACCEPTABLE USE POLICY****Mission Statement**

Everyone who lives in a technological society must have the ability to use and view technology as a basic skill. A mission of the Keshequa Central School District (hereinafter referred to as KCSD) is to prepare students to be productive adults within our society. We believe that computers, networks, electronic mail, on-line services and the Internet are some of the tools available to administrators, teachers and students that can help us meet that end.

**Authorization**

The KCSD authorizes the use of the KCSD Network for the support of New York State Learning Standards and the educational objectives of the KCSD. All users shall agree to this Policy and sign a written contract stating so. Authorization of one's network account is not transferable and may not be shared.

**Privilege**

Access to the KCSD Network is a privilege, not a right. All users are responsible for appropriate behavior when using the KCSD Network and all related equipment. Access will be granted to all users who agree to act in a considerate, appropriate, responsible, ethical and legal manner. Inappropriate use of the KCSD Network will result in immediate action by the KCSD Network Administrators and/or District Administrators, and may result in suspension and/or revocation of the use of the KCSD Network in accordance with law, applicable due process procedures, and collective bargaining agreement(s). Access to the KCSD Network from any non-District network account is subject to the same policies and regulations as access from a District network account. Each student who receives a District network account will be part of a discussion with a KCSD faculty member pertaining to the proper use of our network. During school hours, faculty will guide students toward appropriate materials. Outside of school, parents and/or legal guardians will bear this responsibility.

**Compliance**

All users shall demonstrate mastery of basic competencies in using the KCSD Network. The KCSD Network Administrators may require a user to demonstrate such mastery or require additional training before permission to the KCSD Network is granted. All District network accounts, including e-mail, shall be considered to be School District property and subject to control and inspection. The KCSD Network Administrators may access all such files and communications to insure system integrity and document that users are complying with the requirements of District policy, State or Federal Law. Use of any external computer network not controlled by the KCSD by a *student must be authorized and monitored* by a faculty member.

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## **Security**

Security within the KCSD Network is a top priority. Users of the KCSD Network who identify a security problem must notify a faculty member and/or a KCSD Network Administrator. Users are not to demonstrate the problem to others.

Along with ones access to the KCSD Network comes access to the Internet and the availability of materials from all over the world. While the KCSD filters, and retains the right to filter Internet access, the District cannot exercise control over the content of the information which may be accessed by a user through the Internet. The KCSD is provided with the BESS (N2H2, Inc.) content filter through our local BOCES, which is our internet service provider.

The KCSC filters Internet access in accordance with Federal mandates and complies with the Children's Internet Protection Act (CIPA). When a site is identified as containing objectionable material, a district employee submits the Internet address to BESS, and the N2H2, Inc. blocks that site from any future access by KCSD Internet users.

Attempts to gain access to the KCSD Network as a KCSD Network Administrator by non-Administrative staff will result in cancellation of the users' privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the KCSD Network.

## **Conduct**

In addition to any District discipline code, the following specific activities with regard to the KCSD Network and any other external computer network not controlled by the KCSD shall be prohibited by all users:

- a) Use to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic or abusive.
- b) Damaging, disabling or otherwise interfering with the operation of workstations, the network system, software or related equipment through physical action or by electronic means.
- c) Use of unauthorized software on the KCSD Network.
- d) Changing, copying, renaming, deleting, reading or otherwise accessing files not created by the user.
- e) Use for financial gain, commercial activity, product advertisement or political lobbying.

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- f) Violating any copyright law.
- g) Disclosure of individual passwords to others or using another's password.
- h) Revealing personal information about oneself or of other users including, but not limited to, disclosure of home address, telephone numbers and bank records.
- i) Violating any District policy, code or regulation and/or any Federal, State and Local Law or regulation.
- j) Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive, harassing or threatening to others.

Because it is impossible to control all materials available through the Internet, school staff and parents and/or guardians are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. The KCSD supports each family's right to decide whether or not to allow their child to have access to the internet from their KCSD account.

### **Liability**

The KCSD has taken precautions to restrict access to controversial materials, however, the integrity of the system ultimately depends on the integrity of its users. KCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. The KCSD will not be responsible for any damages a user suffers. This includes, but is not limited to, loss of data caused by a user's own negligence, errors or omissions. KCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Sanctions**

Any violations of this Policy may result in the suspension and/or revocation of access privileges to the KCSD Network. Additional disciplinary action may be determined in accordance with existing District procedures regarding inappropriate language or behavior, as well as any Federal, State and Local Law. When applicable, law enforcement agencies may be involved. Further, the district may ring suit in civil court against the parents and/or guardians of any student who willfully, maliciously or unlawfully damages or destroys district property pursuant to Education Law 1790 (36).

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**SUBJECT: ACCEPTABLE USE POLICY (Cont'd.)**

The KCSD reserves the right to deviate from the progressive penalties based on the seriousness of the violation. Consequences for violations will exist for a 12-month period from date of infraction and will be determined by level of seriousness. All offenses will carry over to the following school year, when appropriate:

1st Offense:	Student will lose 3 weeks of network access and/or Internet privileges.
2nd Offense:	Student will lose an additional 7 weeks of network access and/or Internet privileges (for a total of 10 weeks)
3rd Offense:	Student will lose 1 semester (20 weeks) of network access and/or Internet privileges
4th Offense:	Student's network account and Internet privileges will be revoked and terminated permanently

Adopted: 9/19/97  
Revised: 5/8/07

For Office Use Only

ID \_\_\_\_\_

## COMPUTER ACCESS CONTRACT

-for-

### GUEST USER

In consideration for the privilege of using the Keshequa Central School District Network, I agree that I have read the District's Acceptable Use Policy, and understand that the use of the Keshequa Central School district Network carries with it certain rights and responsibilities. I agree to adhere to the Policy and any changes or additions later adopted by the District. I understand that privileges, and may, in addition, result in the imposition of further disciplinary action. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District.

I further understand that I may have access to an external computer network not controlled by the Keshequa Central School District. I recognize that it is impossible for the Keshequa Central School District to restrict access to all controversial materials and acknowledge that the ultimate responsibility for appropriate use rests with the user. I agree to release the School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my use of these networks in any manner whatsoever.

Please Print

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

( )  
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

Adopted: 8/19/1997

Revised: 5/8/07

\_\_\_\_\_  
Date of Signature

**Parent/Guardian Consent**

**As the parent and/or guardian of this student, I have read the Keshequa Central School District Acceptable Use Policy. I have reviewed these rules and accept the responsibility to set and convey standards with my child for appropriate and acceptable use when using the KCSD network.**

**I hereby give permission to use an ID and password for my child.**

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**Parent/Guardian signature**

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**Date of signature**

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**Parent/Guardian Name**

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**Date of signature**

For Office Use Only

Name: \_\_\_\_\_ ID \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Password \_\_\_\_\_

COMPUTER ACCESS CONTRACT  
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STUDENTS GRADES K - 2

As the parent and/or guardian of the following student, I recognize my child will be given access to the Keshequa Central School District computer network. I further understand that:

1.) There is a computer network within the district and that my child's behavior on this network may affect others. A KCSD Network account also gives the use access to the Internet. As stated in the Acceptable Use Policy, all internet access by my child will be for authorized educational purposes and supervised by a faculty member.

2.) There are rules to follow and they include, but are not limited to:

- Use of the network must be for school work and projects;
- Everyone must log on with their won ID and password, and that my ID and password may NOT be given to someone else to use;
- All information saved on the network may be inspected;
- No one may change, copy, rename, delete or otherwise access other people's files;
- Your child, may not bring in any software programs from home to use; and
- The network system, software and any computer equipment may not be damaged by a student.

3.) If these rules are not followed my child may lose his/her privilege to use the network, may be requested to pay for any damages or may be disciplined according to the Parent-Student Handbook.

Student Name: \_\_\_\_\_

**PARENT/GUARDIAN CONSENT**

As the parent and/or guardian of this student, I have read the Keshequa Central School District Acceptable Use Policy. I have reviewed these rules and accept the responsibility to set and convey standards for appropriate and acceptable use when using the networks with my child.

I hereby give permission to issue an ID and password for my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Print Parent/Guardian Name

For Office Use Only

Name: \_\_\_\_\_ ID \_\_\_\_\_  
Year of Graduation: \_\_\_\_\_ Password \_\_\_\_\_

## COMPUTER ACCESS CONTRACT

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### STUDENTS GRADES 3-12

(Note: If a student, for any reason, is unable to read the Acceptable Use Policy, the Policy will be read to the student. The purpose of the Acceptable Use Policy is to provide information, not to exclude anyone.)

In consideration for the use of the Keshequa Central School District Network, I agree that I have read or have been read the District's Acceptable Use Policy, and understand that the use of the Keshequa Central School district Network carries with it certain rights and responsibilities.

I agree to adhere to the Policy and any changes and/or additions later adopted by the District.

I further understand that:

1.) There is a computer network within the district and that my behavior on this network may affect others. My KCS D Network account also gives me access to the Internet. As stated in the Acceptable Use Policy, all internet access will be for authorized educational purposes and supervised by a faculty member.

2.) There are rules to follow and they include, but are not limited to:

Use of the network must be for school work and projects;  
Everyone must log on with their own ID and password, and that my ID and password may NOT be given to someone else to use;  
All information saved on the network may be inspected;  
No one may change, copy, rename, delete or otherwise access other people's files;  
I may not bring in any software programs from home to use; and  
The network system, software and any computer equipment may not be damaged by a student.

3.) If these rules are not followed I may lose my privilege to use the network, may be requested to pay for any damages or may be disciplined according to the Parent-Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of signature

For Office Use Only

ID \_\_\_\_\_

## COMPUTER ACCESS CONTRACT

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### STAFF MEMBER

In consideration for the privilege of using the Keshequa Central School District Network, I agree that I have read the District's Acceptable Use Policy, and understand that the use of the Keshequa Central School District Network carries with it certain rights and responsibilities. I agree to adhere to the Policy and any changes or additions later adopted by the District. I understand that failure to abide by these policies and regulations may result in the revocation of my access privileges, and may, in addition, result in the imposition of further disciplinary action. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Print Name

### Password List

Network \_\_\_\_\_ LC Code \_\_\_\_\_

Email \_\_\_\_\_ VM Code \_\_\_\_\_

School Master \_\_\_\_\_ Copy Code \_\_\_\_\_

Safari \_\_\_\_\_ Door Code \_\_\_\_\_

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