

Keshequa Central School District

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 ones network account is not transferable and may not be shared.

PRIVILEGE

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 any external computer networks not controlled by the KCSD for support of educational programs, conducting research and communication with others is provided to those who act in an appropriate, responsible, ethical and legal manner. 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.

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:

- 1.) Use to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic or abusive.
- 2.) Damaging, disabling or otherwise interfering with the operation of workstations, the network system, software or related equipment through physical action or by electronic means.
- 3.) Use of unauthorized software on the KCSD Network.
- 4.) Changing, copying, renaming, deleting, reading or otherwise accessing files not created by the user.
- 5.) Use for financial gain, commercial activity, product advertisement or political lobbying.
- 6.) Violating any copyright law.
- 7.) Disclosure of individual passwords to others or using another's password.
- 8.) Revealing personal information about oneself or of other users including, but not limited to, disclosure of home address, telephone numbers and bank records.
- 9.) Violating any District policy, code or regulation and/or any Federal, State and Local Law or regulation.

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. 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 users own negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. 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.

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 other 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.

VANDALISM

Vandalism as used herein is defined as any malicious attempt to harm or destroy hardware or software of the KCSD Network, data of another KCSD Network user, or any other external computer network connected with but not controlled by the KCSD. This includes, but is not limited to, the uploading and/or creation of computer viruses. Any user found guilty of vandalism will have his/her KCSD Network access revoked.

**THIS POLICY WAS ACCEPTED AND APPROVED BY THE
KESHEQUA BOARD OF EDUCATION ON
August 19, 1997
AND MADE EFFECTIVE IMMEDIATELY.**

ID _____

Password _____

COMPUTER ACCESS CONTRACT
-for-
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

(subsequent ID & passwords)

ID _____

School Year: _____

Password _____

COMPUTER ACCESS CONTRACT
-for-
STUDENTS GRADES K-3

To have the privilege of using the Keshequa Central School Network, I understand that:

- 1.) There is a computer network within the district and that my behavior on this network may affect others.
- 2.) There are rules to follow and they include:
 - Use of the network must be for school work or 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;
 - You 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

The Following Consent Is Required
For Access the Keshequa Central School District Network

PARENT/GUARDIAN CONSENT

As the parent or guardian of this student, I have read the Keshequa Central School District Acceptable Use Policy. I have reviewed these rules with my child and I understand that I may be held responsible for my child's actions while using the Keshequa Central School District computer network.

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

Parent/Guardian signature

____/____/____
Date of signature

Print Parent/Guardian Name

ID _____

School Year: _____

Password _____

COMPUTER ACCESS CONTRACT
-for-
STUDENTS GRADES 4-12

(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 or additions later adopted by the District. I understand that failure to abide by these policies and regulations may result in the request to pay for any damages, and/or the revocation of access in accordance with any applicable due process procedure, and may, in addition, result in the imposition of further disciplinary action as defined in any applicable student discipline code. 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.

Student Signature

____/____/____
Date of signature

**The Following Consent Is Required For Access To An External Computer Network
Not Controlled by the Keshequa Central School District (i.e. the Internet)**

PARENT/GUARDIAN CONSENT

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

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 child’s use of these networks in any manner whatsoever.

I hereby give permission to issue a district network account for my child and certify that the information contained on this form is correct.

Parent/Guardian signature

____/____/____
Date of signature

Print Parent/Guardian Name

ID _____

Password _____

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 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.

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

____/____/____
Date of signature