

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

McGraw Central School District offers Internet access for students to assist with instruction. This policy complies with the Children's Internet Protection Act which requires public school districts receiving federal funds made available under Title III of the Elementary and Secondary Education Act of E-Rate to adopt an Internet Safety Policy. This document contains the Acceptable Use Policy for use of McGraw Central School District's Tech System (MCSD Tech System).

Activity on the MCSD Tech System will be monitored to ensure appropriate use.

All emails will be subject to monitoring at all times.

Any Student that breaks any rule listed below will be subject to disciplinary action and possible loss of Internet Privileges.

Educational Purpose

- a) MCSD Tech System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- b) MCSD Tech System has not been established as a public access service or a public forum. McGraw Central School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in MCSD Discipline Code and the law in your use of MCSD Tech System.
- c) Students may not use MCSD Tech System for commercial purposes. This means you may not offer, provide, or purchase products or services through MCSD Tech System.
- d) Internet access use by outside groups will conform to this policy. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy.

Student Internet Access

- a) All students will have access to Internet devices information resources through their classroom, library, or school computers and devices.
- b) All students will have e-mail access.
- c) Students and their parents must sign an Account Agreement form for the student to be granted an individual e-mail account on MCSD Tech System. This Agreement must be renewed on an annual basis. Parents can withdraw their approval at any time without notice.

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- d) Students may create a personal Web page on the MCSD Tech System with the approval of the Building Principal. All material placed on the Web page must be pre-approved in a manner specified by the Building Principal. Material placed on the Web page must relate to school and career preparation activities.
- e) Students may not use a non-district computer to access the MCSD Tech System.
- f) Students will not use an instant messenger service or program, Internet relay Chat or other forms of direct electronic communication.
- g) Student will not access any web site normally blocked by the MCSD Tech System.

Unacceptable Uses

The following uses of MCSD Tech System are considered unacceptable:

Personal Safety

- a) Students will not post personal contact information about themselves or other people to the Internet. Personal contact information includes address, telephone, school address, work address, credit card information, etc.
- b) Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- c) Students shall not access, transmit or retransmit any information which is harmful to minors. This means students will not transmit any picture, image, graphic image file that are of sexual in nature depicting nudity, sex or excretion.
- d) Students will not generate access, transmit or retransmit any material that could be deemed offensive, slanderous or hurtful to anyone. Such material may be considered Cyber-bullying.
- e) Students will not transmit e-mail through an anonymous remailer.

Illegal Activities

- a) Students will not attempt to gain unauthorized access to MCSD Tech System or to any other computer system through the MCSD Tech System or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal under any circumstances.

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- b) Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, or so-called hacking, or by any other means within the School District or any network connected to the Internet. These actions are illegal.
- c) Students will not use MCSD Tech System to engage in any illegal act.

System Security

- a) Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should they provide their password to another person.
- b) Students will immediately notify a teacher or the Technology Coordinator if they have identified a possible security problem. They are instructed to not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c) Students will not disable or attempt to disable MCSD Internet filtering software. However, such filtering software may be adjusted to allow sites for bona fide research or other lawful purposes; these adjustments must be approved by the Building Principal. Once the approval has been given, they will send written permission to adjust the filtering software to the Technology Coordinator.
- d) Students will not use encryption software from any access point within the School District.

Inappropriate Language

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b) Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any digital form.
- c) Students will not post information that could cause damage or a danger of disruption.
- d) Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If they are told by a person to stop sending those messages, they must stop.
- f) Students will not knowingly or recklessly post false or slanderous information about a person or organization.

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(ACCEPTABLE USE POLICY) (Cont'd.)**Respect for Privacy

- a) Students will not post private information about another person.

Respecting Resource Limits

- a) Students will use the system only for educational and career development activities.
- b) Students will not download large files without teacher consent.
- c) Students will check their e-mail frequently, delete unwanted messages promptly.

Plagiarism and Copyright Infringement

- a) Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b) Students will not use or possess illegal copies software. Illegal software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owed to the owner of the software.

Inappropriate Access to Material

- a) Students will not use MCSD Tech System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b) If a Student mistakenly accesses inappropriate information, she/he should immediately tell their teacher or another District employee. This will protect them against a claim that they have intentionally violated this Policy.

Your RightsFree Speech

The student's right to free speech, as set forth in the MCSD Disciplinary Code, applies also to communication on the Internet. The MCSD System is considered a limited forum, similar to a school newspaper, and therefore the District may restrict the student's speech for valid educational reasons. The District will not restrict the student's speech on the basis of a disagreement with the opinions they are expressing.

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**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY) (Cont'd.)**Search and Seizure

- a) Students should expect no privacy in the contents of their personal files on the District system. The situation is similar to the rights a student has in the privacy of his/her locker.
- b) Routine maintenance and monitoring of MCSD Tech System may lead to discovery that a student has violated this Policy, the MCSD Disciplinary Code, or the law.
- c) An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the MCSD Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- d) A student's parents have the right at any time to request to see the contents of their e-mail files or data files.

Due Process

- a) The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MCSD Tech System.
- b) In the event there is a claim that a student has violated this Policy or the MCSD Disciplinary Code in their use of the MCSD System, the student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the MCSD Disciplinary code.
- c) If the violation also involves a violation of other provisions of the MCSD Disciplinary code, it will be handled in a manner described in the MCSD Disciplinary Code. Additional restrictions may be placed on a student's use of their Internet account.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District does not guarantee or imply that access to the Internet will always be available when students want access or that the software provided by the District will always work as intended. The opinions, advice, services, and all other information expressed on line are those of the online authors and not of the District.

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Personal Responsibility

- a) When students are using the MCS D Tech System, it may feel that they can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.
- b) But the fact that a student can do something or think they can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong - and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.