

Dryden Central School District

Student Technology Acceptable User Policy

This policy governs the use of computers, networks, and related services in the Dryden Central School District (DCSD). Users of DCSD technology are defined to include all students and employees. Users of these resources are responsible for understanding and following this policy.

NOTE: At the beginning of every school year, or at time of new entrance to the District, users must read, sign this form, and return it to the appropriate office as acknowledgement you have received, read, you understand, and you will abide by the District's acceptable use policy for technology. The appropriate office is defined as: Middle School Computer Lab for Middle School Students, High School Computer Lab for High School Students, and Personnel Office for Employees.

DRYDEN CENTRAL SCHOOL DISTRICT COMPUTER SYSTEM

Access to and use of the DCSD Computer System is a privilege granted to users. The DCSD Computer System includes but is not limited to: computers, printers, copiers, digital photo equipment, communications networks, network accounts, web pages, and related services. The district reserves the rights to deny, limit, revoke, or extend computing privileges and access. In addition, alleged violations of this policy or violation of other District policies in the course of using the Computer System may result in an immediate loss of computer privileges and may also result in the referral of the matter to the appropriate authority.

The District reserves the right to access and disclose all messages, data files and programs sent over or stored in its Computer System without prior notification or permission from the user. The District further reserves the right to monitor and log technology use on the Computer System. Therefore, users cannot expect absolute privacy from District personnel as it relates to the use of the District's computer network.

PRIVILEGES

The use of the District's network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Technology Director/Network Administrator, in conjunction with the appropriate building administrator and/or Superintendent, will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.

COMPUTER ACCOUNTS

All District issued computer accounts, including but not limited to network and communications, instructional, and professional program accounts are issued for instructional/administrative purposes. Every account issued by the district is the responsibility of the person in whose name it is issued. The user must keep the account secure from unauthorized access by keeping the password secret, changing the password often, and by reporting to the Technology Director/Network Administrator, or a district administrator, when anyone else is suspected of using the account. Passwords are not to be shared. Users will be held fully responsible for any inappropriate use of their accounts.

ELECTRONIC COMMUNICATION

The DCSD has established a primary vehicle for online communication in the District. It is a communication and collaboration system, providing students, teachers and staff with the ability to communicate electronically using email, conferences, and private/public chats. Use of this system is intended for District business only. Access and use of any outside email accounts while using the District Computer System is not allowed.

ACCEPTABLE USE

Access to the District's network **must be for the purpose of education or the administration of same**, and must be consistent with the educational objectives of the District. Use of the file server, (S: drive and any other network folders), should be used to store DCSD work only. Printers should be used only for school district purposes. Student users should only print one copy of any document. Additional student user copies should be printed only after approval is received by a teacher or administrator.

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UNACCEPTABLE USE (MINIMUM)

You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright and/or other contracts and/or transmitting any material in violation of any United States and/or New York State regulation;
- Copying computer program(s) from the Computer System is prohibited;
- Downloading of software to local computers, external drives and/or network drives, (i.e., S: drive, Profile folder, Shared/Drop folder, etc.);
- Network drives should not contain any of the following, (this is not an exhaustive list): games, programs, (any executable files), internet browsers, MP3s, and/or pictures not related to courses being taken in the district;
- External drives should not contain games, internet browsers, executables and/or files that are in direct opposition to this policy;
- Wastefully using resources, including but not limited to file space and/or copiers/printers and/or creating unnecessary network traffic;
- Actions that give simulated sign off messages, public announcements, and/or other fraudulent system responses;
- Using the network for private financial and/or commercial gain;
- Using the network for commercial and/or private advertising;
- Invading the privacy of individuals;
- Gaining unauthorized access to resources and/or entities;
- Using another user's account and/or password;
- Attempting to access and/or monitor another user's account;
- Using the network while access privileges are suspended and/or revoked;
- Using the Computer System to gain and/or attempt to gain unauthorized access to remote computers;
- Obtaining passwords, gaining access to and/or copying other user's electronic communications, and/or otherwise interfering with and/or destroying the work of other users;
- Attempts to read, delete, copy, and/or modify the electronic mail and/or documents of another user;
- Accessing, reading, copying, changing, disclosing, and/or deleting another user's messages, files and/or software;
- Forging e-mail, including concealment of the sender's identity;
- Posting material authored and/or created by another without his/her consent;
- Posting anonymous messages;
- Accessing, submitting, posting, publishing, and/or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive, harassing, and/or illegal material;
- Harassing others by sending annoying, abusive, profane, lewd, rude, threatening, disrespectful, defamatory, false, and/or offensive messages is prohibited. Some examples include: obscene, threatening, and/or repeated unnecessary messages; sexually, ethnically, racially, and/or religiously offensive messages; continuing to send messages after a request to stop; and/or procedures that hinder a computer session;
- Attempting to circumvent data protection schemes and/or uncover a security loophole is prohibited;
- Intentionally destroying equipment and/or anything stored on the computer System and/or deliberately performing any act that will seriously impact the operation of the Computer System is prohibited;
- Running and/or installing on the Computer System, and/or giving to another, a program that could result in the eventual damage to a file and/or the Computer System, and/or the reproduction of itself, is prohibited. This prohibition includes, but is not limited to, the classes of programs known as computer viruses, Trojan Horses, and worms;
- Using an internet browser other than Internet Explorer;
- Copyright infringement per school policy #8350: Use of Copyrighted Materials; Copyrighted material shall be used in accordance with federal law, including the fair use doctrine;
- Plagiarism of any type.

UNDERSTANDING & ACKNOWLEDGEMENT

In consideration of the use of the Dryden Central School District's Computer System and related technological devices, I acknowledge that I have been provided with a copy of the District's policy on the use of technology and the regulations established in connection with the policy. I understand and agree to adhere to the policy and the regulations and to any changes or additions that may be later adopted by the District and/or Board of Education. I shall report all violations of the District's policy on use of computerized information resources to District officials.

I understand that failure to comply with District policies may result in the loss of my access to the Dryden Central School District's technology resources and may, in addition, result in the imposition of discipline under the law and/or under the applicable collective bargaining agreement. 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 (*see DCSD Policies #6450: Theft of Services or Property & #7311: Loss or Destruction of District Property*).

Signature

Date