

Acceptable Use Policy for the Liberty Central School District Computer Network & the Internet

Technology is used to support teaching and learning. Networks, including the Internet, allow people to communicate with others through the use of technology. It is the policy of the Liberty Central School District that all technology used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network privileges for the user.

Purpose:

- Access to the district computer network (DCN) and the Internet is provided to all students for “Educational Purposes,” which includes classroom activities, career development, curriculum development, communication essential to the administration and operation of the district, and limited high-quality self-discovery activities.
- The network is not a public access service or a public forum.

Access:

- 1) All students (Pre K-12) will have supervised access to the Internet and World Wide Web information resources through their classroom, library, or school computer lab, unless a parent/guardian requests (in writing) that this access be denied.
- 2) Independent use of the Internet is an option available to students in grades 3-12 only.
 - a. The Acceptable Use Policy must be signed by the student and the parent/guardian in order for a student to be granted independent Internet use.
 - b. A parent/guardian can withdraw their approval at any time, by notifying the school in writing.
- 3) The LCSD has implemented reasonable restrictions on obscene, pornographic, and harmful material accessed via the Internet, through the use of an Internet filtering system, as defined in the Children’s Internet Protection Act (CIPA).
- 4) The LCSD has the capability and right to monitor Internet sites accessed.
- 5) Individual e-mail accounts for students are not provided at this time. However, teachers may request supervised class e-mail accounts for educational projects.

User Responsibilities:

- 1) Users are expected to immediately notify a teacher or staff member if they become aware of a possible security problem, and not attempt to handle it themselves.
- 2) Users are responsible for the contents of, and access to their individual account.
- 3) Under no conditions should users share passwords.
- 4) Users will be held responsible for any policy violations that are traced to their account.
- 5) Users who mistakenly violate the Acceptable Use Policy should immediately notify a teacher or staff member, to ensure the proper protection.

Unacceptable Uses:

It is not the intention of this document to define all inappropriate usage. In addition to the requirements of acceptable user behavior, prohibited activities include, but are not limited to, the following:

- 1) Using the DCN to receive, transmit, or make available to others obscene, offensive, or sexually explicit material.

- 2) Using the DCN to receive, transmit, or make available to others messages that are racist, sexist, abusive or harassing to others.
- 3) Using the DCN for commercial activity, advertising, financial gain, or fraud.
- 4) Using another user's account or password.
- 5) Revealing the personal address, telephone number, or other personal information of oneself or another person.
- 6) Gaining or seeking to gain unauthorized access to any files, resources, and computer or phone systems,
- 7) Using the network for any type of unauthorized communication including, but not limited to, free web-based e-mail, instant messaging, network broadcasting, sending anonymous messages or files, chat rooms, etc.
- 8) Intentionally disrupting network traffic, and/or wasting of limited network resources such as bandwidth or printing.
- 9) Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another network user, and creating and/or placing a computer virus on the network.
- 10) Violation of copyright laws.
- 11) Using the DCN while access privileges are suspended or revoked.
- 12) Using the DCN in a manner inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- 13) Engaging in any illegal act.

Sanctions:

- 1) Violations will result in disciplinary action as well as suspension and/or revocation of computer access privileges.
- 2) Any information pertaining to or implicating illegal activity will be reported to the proper authorities.

Faculty & Staff Responsibilities:

- 1) Staff members are expected to pro-actively monitor and enforce this policy.
- 2) Users viewing information on a monitor, without being personally logged on, are using another person's account to gain access to the Internet, which violates this policy.
- 3) Staff members are expected to have an educational plan when assigning use of the Internet.
- 4) Advance communication with the school librarian and/or lab manager is required for appropriate planning and coordination when using the library or computer lab resources.

District Responsibilities:

Data files and other electronic storage areas are considered to be school district property subject to control and inspection, to insure system integrity. However, the board recognizes certain limited privacy rights of staff and limits access to circumstances where reasonable suspicion exists to believe that some violation of the policy, regulations, or the law has occurred.

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. The district will not be responsible for any damages, financial or otherwise, suffered by any user.

For additional information, contact:

Mrs. Judy Brink, Director of Instructional Technology
Central Administration Building, Liberty CSD
845-292-5400 ext. 2068
BrinkJud@Libertyk12.org

Directions: The student and their parent/guardian should complete the form below and return it to their teacher and/or librarian. An Internet Passport (identification card) will be issued, and access to the Internet provided.

STUDENT:

I have read and understand the Acceptable Use Policy of the Liberty Central School District. By signing below, I agree to the terms for the appropriate use of the DCN and the Internet. I understand that failure to follow the rules will result in suspension and/or revocation of privileges, and depending on the violation, possible criminal actions and/or financial penalties.

(PRINTED name of student) _____

(Student signature) _____

Date _____ Grade _____

PARENT/GUARDIAN:

I have read and understand the Acceptable Use Policy of the Liberty Central School District. By signing below, I agree to allow my child, the privilege of using the DCN and the Internet. I understand that failure to follow the rules will result in suspension and/or revocation of privileges, and depending on the violation, possible criminal actions and/or financial penalties. I also reserve the right to cancel this privilege in writing at any time, and at my own discretion.

PRINTED name of parent/guardian _____

(Parent/guardian signature) _____

Date _____