

# **SAG HARBOR UNION FREE SCHOOL DISTRICT**

## **TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

### **Introduction**

The Sag Harbor Board of Education affirms the District's commitment to preparing students for the future. The Board also recognizes that technology advances have led to new and emerging ways to obtain information and to communicate. The Board supports access to the information resources available from the global networks, but it believes that such access to information is a privilege, not a right.

The Internet provides many and varied positive learning experiences. Although much of the Internet is safe for most people, students could access material that is defamatory, illegal, offensive, or inaccurate. We believe, however, that access to this wealth of material outweighs the risks. We further believe that the ultimate responsibility for setting specific guidelines, expectations, and codes of behavior with regard to all forms of media and information resources such as the Internet and electronic mail lies with the parents and/or guardians of the student. Therefore, the final decision as to whether a minor will be able to apply to use the Internet during school will remain with the parents and/or guardians of a minor.

The Technology AUP has been formally adopted by the Sag Harbor Board of Education. The District will strictly enforce the provisions of this policy and will take appropriate action toward those persons who violate the provisions within. This policy covers use of technology in the district, including use of computers, (desktop, laptop and wireless), digital equipment, videoconferencing technology and use of any other technology equipment in the District. This policy covers all users, including students, full-time and part-time staff, parents, community members, and visitors to the District. This policy also covers outside access to District computers and networks.

### **User Responsibility**

All users are responsible for good, ethical behavior when using computers just as they are when in a classroom, or on a school bus, or other places. Communications on computer networks are often public in nature. General school rules for behavior and communications apply. These rules are stated in the Pierson High School Student Handbook and the Pierson Middle School Student Handbook and staff handbooks that the District's two schools and Central Office publish. Access to computer networks, both local and global, is a privilege, not a right, and is provided to users who act in a considerate, ethical, and responsible manner, and may be denied to those users who do not.

All users are responsible for maintaining the security of their network passwords. Security is especially important for district staff members.

The proper use of computers and technology will be communicated to all users throughout the District. The use of computers and networks will provide for the facilitation of the exchange of information to further communication, education and research and is, accordingly, consistent with the mission of the Sag Harbor School District. The messages and documents residing on, created and/or transmitted on any computer or network may be subject to the District administrator's monitoring and review. The Superintendent will designate staff members to supervise the use of all computers and networks. The designated staff members will have the authority to inspect computer files when deemed necessary. An authorization form must be completed by each person requesting access to the District's computers or networks. Any use without authorization is prohibited. Authorization forms are included in Appendices.

Use of the District computers and networks for private or commercial business and political or religious purposes is prohibited. Use of District computers and/or networks to engage in illegal activity or to access or to transmit, display or store offensive or objectionable material are prohibited on District computers or networks. The District's determination as to whether the nature of any material is considered offensive or objectionable is to be considered as final. Using programs that harass or infiltrate a computing system and/or damage the hardware or software components is also prohibited.

Any use of District computers to access resources must conform to the terms and conditions of the Sag Harbor School District computer network and Internet Use Agreement. Subscribers to listserves, bulletin boards, and on-line services must be pre-approved by the Technical Advisor.

All staff members are required to sign a form stating that s(he) has read the AUP and agrees to follow its provisions. This specifically includes all full and part-time employees, substitute teachers, and student teachers. (Appendix A)

**All students in the Middle and High School are required to sign a form stating that s(he) has read the AUP and agrees to follow its provisions. (Appendix B). A parent or guardian must also sign the agreement. (Appendix C). In the Elementary School, only the parent/guardian must sign the AUP. If a parent or guardian objects to his/her child using the Internet, s(he) must state the objection in writing and send it to the respective building principal.**

Teachers and others whose duties include classroom and/or computer lab management and/or student supervision must sign an agreement acknowledging responsibility for exercising reasonable supervision of student access to the Internet.

## **Parental Responsibilities**

Parents, including legal guardians, are responsible for their children's access to the Internet and to e-mail when the children are off school grounds, and the District assumes no responsibility for such access. The District will prescribe what it believes to be ethical behavior as well as inappropriate behavior, but the establishment of standards of morality and conduct is a fundamental responsibility of the child's parents.

The District recognizes the important role of parents as stakeholders in the implementation of a District AUP, and encourages all parents to voice concerns and seek information from district employees.

## **Privacy**

All users should recognize that electronic communication and computer files are not private. The District reserves the right to access users' files, including e-mail messages, to maintain system integrity and ensure that users are using the system in accordance with this AUP. Procedures for monitoring will be established by the Superintendent using any guidelines that may be established by the Board.

***In compliance with the district's Directory Information Policy, students may not be identified by name when their image is posted on any District-run Web site. Similarly, a student's work will not be published on the Internet unless all personal references are deleted.***

## **Community Use**

On recommendation of the Superintendent/designee, the Board will determine when and which computer equipment, software and information will be available to the community.

Upon request to the Superintendent/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided that, prior to using the system, they attend any required training and sign an agreement form agreeing to follow all of the provisions of this AUP. (Appendix A)

## **Privileges, Rights, and Responsibilities**

The use of the District's computer resources is a privilege. It is expected that all individuals utilizing the District's computers and networks will undertake responsibility for their actions and words and will, furthermore, respect the rights and privileges of other network users. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension and possible legal actions. Exemplary behavior is expected at all times. **The following are actions that are not permitted and may result in any of the consequences listed in the section entitled *Disciplinary Policy*:**

- Sharing or selling a password or account number with anyone
- Using impersonation, anonymity or pseudonyms
- Leaving your account open and unattended (You have full responsibility for the use of your account, and you will be held responsible for any policy violations that are traced to your account.)
- Damaging, abusing or breaking the hardware, software or the network
- Plagiarizing or using copyrighted material without permission (Do not quote personal communications, software, art, music or any other media without the original author's prior consent.)
- Using the computers for illegal activities or for commercial gain
- Sending, using or displaying inappropriate language, pictures or any other type of communication, including profanity, pornography or inflammatory speech
- Disrespecting the rights and property of others
- Improperly accessing, destroying or misusing files or data of others
- Opening another person's file at any time

- Attempting to work in or modify the Network Operating System
- Exploring or changing any system files
- Intentionally wasting limited resources
- Installing/downloading or attempting to install software and/or music from the Internet or any other software program, which only designated employees are allowed to do.

## **Disciplinary Policy**

Consequences may include any of the following based on the severity of the misuse:

- Warning
- Telephone call home
- Principal's referral and disciplinary action
- Suspension of computer privileges
- Revocation of computer privileges
- School suspension

Repeated infractions and any severe abuses will be immediately reported to the building principal and will be dealt with in accordance with the District's disciplinary code.

## **Safety from Harassment**

Users who feel harassed or threatened by somebody on the network should bring the situation to the attention of a teacher or system administrator immediately.

***Attached please find the appropriate forms for Internet use. Keep these papers in a safe place so you are able to refer to them if Technology Acceptable Use Policy questions should arise. Upon enrollment of a child in the Sag Harbor Schools, a parent will sign this form once; however the District must have a form on file for each child in the family. A parent or guardian must submit an objection letter annually. Students will sign the form two times: in the Middle School and the High School, with the assistance and guidance of the Computer teacher. At the Elementary school, students will review the concepts of the AUP with the assistance of the Computer teacher and in a way appropriate to the age of the students. Please contact the school with any questions.***

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## **For Parent Records**

Acceptance or refusal returned to respective school computer teacher on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date)

Be sure your child has returned the form or (s)he will not be able to access the Internet and other networked computer services that the school provides. If you do not want your child to access the Internet, please send a letter to the principal.

**Revised**  
**9/17/07**  
**11/13/08**  
**1/18/12**

Appendix A

**SAG HARBOR UNION FREE SCHOOL DISTRICT  
COMPUTER NETWORK AND INTERNET AGREEMENT  
AUTHORIZATION FORM: STAFF AND COMMUNITY USER AGREEMENT  
2011-2012**

As a member of the staff, community, or School Board of the Sag Harbor Union Free School District, I have read and fully understand the rules and regulations associated with my use of the Internet and electronic mail that our school has offered for my use. Further, I will be diligent about finding appropriate sites for our students' use. Whenever possible, I will provide sites for the students to use in their research. The Internet is a valuable resource and I feel fortunate to be able to have access. In addition to the results listed above in the **Technology Acceptable Use Policy**, I will abide by these additional rules when using district equipment and software:

1. I will not use the Internet to engage in any business or commercial activity.
2. I will not use the Internet to promote any religious activities or institutions.
3. I will not share confidential information about students, staff, faculty, community members, School Board members or administrators using the Internet or electronic mail.
4. As a staff member, I will make every effort to reasonably supervise students in the appropriate uses of the Internet.
5. I will apply the same provisions to the faculty/staff electronic mail system if I am a faculty/staff member.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position/ Community Organization \_\_\_\_\_

**Please return to the Office of the Technology Department.**

# SAG HARBOR UNION FREE SCHOOL DISTRICT

## **COMPUTER NETWORK AND INTERNET AGREEMENT AUTHORIZATION FORM: STUDENT FORM: MIDDLE AND HIGH SCHOOL 2011-2012**

I have reviewed the Technology Acceptable Use Policy with my parent(s) and/or guardian(s) and agree to accept and abide by the following rules:

1. I agree to abide by all of the rules listed in the Acceptable Use Policy.
2. I will respect and uphold copyright and patent laws.
3. I will not deliberately access or transfer educationally inappropriate materials or show others how to do the same.
4. I will not deliberately or willfully cause damage to computer equipment and software or assist others in doing the same.
5. I realize that the use of Technology is a privilege not a right.
6. I further understand that any violation of the provisions is unethical and may constitute a criminal offense and that should I commit a violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

I release the Sag Harbor School District from any liability or damages that may result from the use of the Internet and technology tools. In addition, I will accept full responsibility and liability for the results of my actions. I release the District from any liability relating to the consequences.

User Name (Please print) \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade \_\_\_\_\_

## SAG HARBOR UNION FREE SCHOOL DISTRICT

### COMPUTER NETWORK AND INTERNET AGREEMENT AUTHORIZATION FORM: PARENT/GUARDIAN FORM 2011-2012

As a parent and/or guardian of this student, I have read the terms and conditions of the Technology Acceptable Use Policy and explained them to my child and agree to the same. I grant permission for my son or daughter to access networked computer services such as the Internet while s(he) is enrolled as a student in the Sag Harbor School District. I understand that this access is designated for educational purposes and that the Sag Harbor School District has taken every precaution to eliminate educationally inappropriate material. I accept the fact that the use of the Internet is a privilege and not a right. I accept full responsibility and liability for the results of my child's actions in the use of the Internet and other networked computer services and release the Sag Harbor School District from any liability resulting from his/her actions. Further, I accept responsibility for supervision if and when my child's inappropriate use of the Internet and other technologies is not in a school setting. I accept the fact that the Sag Harbor Union Free School District has reserved the right to review all materials and revoke each person's privilege to use the Internet service as stated in the Privileges, Rights and Responsibilities section of the agreement. With regard to commercial services on the Internet, I will be liable for fees that the student incurs outside the framework of school authorizations.

Parent/Guardian Name (Please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's e-mail (optional): \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

***A Parent or Guardian is required to sign this form at the beginning of every school year. A separate form is required for each child in a family.***