

# World Wide Access For Students Of the 21st Century

# South Lewis Central School

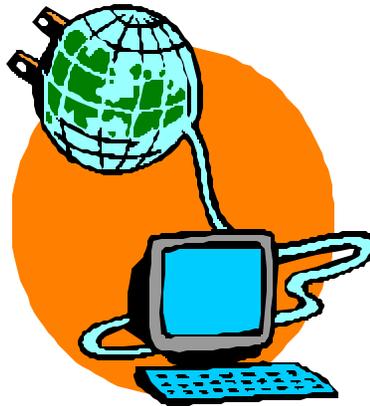
## Internet Use at South Lewis

Internet access is now available for staff and students at South Lewis Central School. The Internet offers vast resources and unique learning opportunities for its users. Our goal is to provide educational opportunities for our students that are patterned on real-life experiences. World wide communication and resource sharing provide immediate access to information from anywhere in the world. Using a network and accessing online communication resources are fast becoming necessary skills for successful employment today.

All use of the network and Internet resources at South Lewis Central School must have a clearly defined educational purpose and must support the educational goals and policies of the district. It is impossible to control the content of all materials that are available on a global network. While South Lewis staff supervise and monitor all use of the Internet, there is always the possibility that a persistent user may discover controversial material that is not of educational value in a school setting. However, we believe that the value of the information and resource sharing available on this world wide network outweighs the concern that some user may access material that is not consistent with the educational policies of our district.

The use of our networks and the Internet is a privilege, not a right. Inappropriate use may result in the cancellation of this privilege. Before anyone can be given an account, he/she must sign and return the Acceptable Use Agreement and complete a training session on the proper use of the equipment, network, and Internet.

South Lewis Central School makes no warranties of any kind, expressed or implied, for the service it is providing. South Lewis Central School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.



**Visit our Website at:**  
<http://www.southlewis.org>

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## Network Use Policy

*Please read this brochure  
carefully before signing the  
Internet and Network Use  
Agreement*

SOUTH LEWIS CENTRAL SCHOOL  
EDUCATIONAL INFORMATION NETWORK  
ACCEPTABLE USE POLICY

The goal of infusing technology into daily operations of offices and classrooms is to promote high quality technological resources in an equitable, efficient, and cost-effective manner.

South Lewis Central School recognizes that use of electronic technology and networks must be consistent with the purpose, goal, and mission of the district. It is imperative that staff, students, and guests conduct themselves in a responsible, decent, ethical, and polite manner while using such equipment and networks. The following general guidelines are provided to determine appropriate conduct and use:

1. Any use of South Lewis Central School equipment or information networks for inappropriate, illegal, obscene or sexual harassment purposes is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws as well as the district's rules and regulations. Inappropriate use shall be defined as a violation of the intended purpose of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;
  2. Any use of the district's equipment for commercial purposes, or for individual profit or gain, or unauthorized access to databanks is prohibited;
  3. Any use of equipment for private business advertisement or political lobbying is prohibited;
  4. Any use of the district's equipment that will disrupt use by other users or invade the privacy of individuals is prohibited;
  5. The district's on-line network accounts shall be used only by the authorized staff listed and approved by the Superintendent. Account users are ultimately responsible for all activity under their individual accounts;
  6. Responsible use of the district's finite resources and shared technological resources is expected. Users may not intentionally introduce any computer code (viruses) designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system, or software;
  7. Only approved hardware is to be connected to the network. Also, software must be approved by the district and loaded on the network by a designated Systems Operator. Users may not tamper with networks, terminals, printers, wiring, etc.;
  8. The use of personal devices (jump or flash drives, including wireless devices) is allowed for instructional purposes, only with prior approval of the administration. These devices are permitted as long as the user engages in the required login and authentication process. Any personal devices utilized in concert with District hardware will continue to be the responsibility of the user. Technical support, maintenance and care for non-District owned equipment is the responsibility of the owner or student and use of such devices is at his/her own risk;
  9. District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;
  10. Any user's traffic that traverses another network will be subject to that network's acceptable use policy;
  11. Students, staff, parents, and administration must agree not to give out students' records, personnel information, confidential records, or internal financial data to unauthorized receivers;
  12. Student use will be permitted provided there are administration authorizations and parent permission, and proper supervision is maintained by staff;
  13. All users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;
  14. Plagiarism is not acceptable. All information accessible via the network should be assumed to be private property. Users will properly acknowledge all sources (Internet, email, CDs, etc...) for borrowed words, sounds, music and images with appropriate citation;
  15. Any and all materials created or developed by employees, consultants, or interns in connection with or as part of the employment, internship, or consulting arrangement with or by the District shall be the sole and absolute property of the District for all purposes (including, but not limited to, ownership of copyright), and such materials are deemed to be works made for hire pursuant to the United States Copyright Act. A proper copyright notice shall be placed on all such materials prior to their release or publication to anyone outside the organization;
  16. Storage on the network and or hard drives of any South Lewis School District computer is not permanent. Users have the responsibility to save work as instructed and to maintain backups of important files on diskettes or flash drive maintained in good condition. CD and DVD burners are available by permission for archiving larger projects;
  17. Staff who leave the employ of the district and students who leave or graduate may not maintain a network account or have access to district equipment;
  18. The Technology Facilitator and the Building Administrator shall have the first level of responsibility to review alleged infractions and to determine appropriate action in compliance with the established discipline policy. The Superintendent shall receive a report on any incident and the results of administrators' investigations;
  19. The Superintendent shall remain the final authority on the issuance of user accounts and on the use of the networks.
  20. Permission slips signed by parents or guardians will be in effect until the student moves to another building within our district or moves away from the school district. Parents may terminate the permission at any time with a written notification to the school.
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