

# Red Hook Central School District

## Acceptable Use Policy

### POLICY #2391

The Red Hook Central School District is committed to optimizing student learning. It considers staff and student access to the Internet to be a valuable educational and workplace productivity tool. It encourages the use of computers and computer-related technology at the Red Hook Central School District for the educational benefits it expects its students to gain from such use, and for the workplace productivity it expects its employees to gain from such use. The use of the Internet account must be consistent with educational and job-related objectives. Use of any other organization's network of computing resources which is affiliated with the Red Hook Central School District must comply with the rules for that network.

#### Definitions

**1. The Access Provider:** Dutchess BOCES through its Instructional Technology Services provides access to the Internet for authorized Account Holders/Users as set forth herein.

**2. Account Holders/Users:** Account Holders/Users are students and/or staff of the Red Hook Central School District who are authorized to use all or part of the Internet services as set forth herein. An Account Holder is a person who is issued an access account. Other persons granted use of the Internet and its parts will be known as Users. These Users must also abide by the Acceptable Use Policy put forth by the Red Hook Central School District.

**3. Internet Service:** The following is a list and descriptions of some Internet services, which may be provided to users:

a. World Wide Web

The World Wide Web is a vast network of information that provides links to other information embedded within a document. The World Wide Web allows users to pursue an individualized path through the information being presented. It incorporates texts, graphics, sound, and video and creates a hypermedia environment.

b. Electronic Communication (email)

Electronic Communication is a general term for the way in which a computer is used to communicate to/with other computer users. Account Holders/Users are responsible for all electronic mail originating from their User I.D.

c. Cloud Computing Tools

Cloud computing is the delivery of computing as a service rather than a product, whereby shared resources, software, and information are provided to end users and devices as a utility over a network (usually the Internet). Clouds can be classified as public, private or hybrid. Access to cloud computing resources is granted via individual login credentials provided to students and employees by the district or via an autonomous enrollment process. The same rules apply to the use of cloud computing resources as apply to any other Internet service.

Red Hook Central School District employees and students who engage in “click through” contractual agreements often associated with “freemium” cloud based applications in which they agree to share personal information may be in violation of New York State Education Law, Section 2-d (also known as the Parents’ Bill of Rights for Data Privacy and Security).

d. **LISTSERVS**

A LISERV is a means to broadcast an e-mail message to many users for the purpose of maintaining a discussion list. LISERV messages are transmitted via e-mail, correspondence is public, as are originating e-mail addresses, and such communications are not private. The same restrictions concerning inappropriate communication listed in the Electronic Communication section above applies to LISERVS as well.

e. **File Transfer Protocol or FTP**

File Transfer Protocol is a means of moving files between computers on the Internet. No copyrighted information may be downloaded without the permission of the author. Public domain materials (which are not protected by copyright) may be downloaded but the Account Holder/User assumes all responsibility regarding the determination of whether the materials are in the Public Domain. The Account Holder/User is responsible for any damages to the network or standalone computers from downloaded files that may contain viruses.

Telnet allows users to connect to other computers on the Internet, provided the user knows the machine’s Internet address and appropriate password. All provisions of this document apply while using remote computer via Telnet.

Gopher is a means of navigating the Internet via a menu-driven interface to the computer. Gopher is a very convenient way to retrieve files and information from sources all around the world. For most purposes, it may be considered an easier form of FTP and can be used to initiate Telnet sessions. All provisions of this document apply while accessing Gopher.

f. **USENET Newsgroups**

Usenet Newsgroups are discussion groups about a topic that is reflected in their titles, such as k12.ed.math or rec.music.beatles. Many of the newsgroups have worldwide distribution, and their followers post messages, called “articles,” which all can respond to. All provisions of this document apply while accessing or posting to Newsgroups.

#### **4. Inappropriate Uses of the System**

The services provided may not be used for inappropriate or illegal activities. Some inappropriate uses of the system are listed below. This is not a complete list of inappropriate activities, but only examples of prohibited conduct. The School District will bear the primary responsibility for the determination of whether an activity is inappropriate and reserves the right to suspend or revoke the account of any user who it believes is using the service for inappropriate purposes.

- Unauthorized access to, copying of, distributing or otherwise transmitting student data.

- Inappropriate language – obscene, lewd, profane, or vulgar language is prohibited.
- Harassing and unwanted contacts – This includes the use of email to harass another person or organization, to personally attack another person or organization including prejudicial or discriminatory attacks; to threaten another person or organization; or to disseminate false or defamatory material about a person or organization.
- Dangerous information – information that, if acted upon, could cause damage or present a danger of disruption.
- Communication that is used to plan or to further criminal activity.
- Violations of privacy and/or public safety – revealing personal information about others or self that could be deemed private and/or dangerous.
- Abuse of resources – chain letters, “spamming,” i.e. the mass mailing of e-mail for solicitation purposes.
- Copyright infringement or plagiarism.
- Any other activity that would violate State Law, Federal Law, or a school policy.
- Downloading, transmitting, posting, printing, or storing any obscene or indecent material is strictly prohibited.
- Language that is inappropriate in an educational setting or violates district rules.

## **5. Obscene or indecent material**

The definition of obscene or indecent material shall be in keeping with the applicable law.

### **Acceptable Use and Conduct**

1. Access to the Internet on the Red Hook Central School District computer network is provided solely for the educational purposes and research. Use of the Internet is a privilege, not a right. Inappropriate use (as defined above) may result in suspension or revocation of that privilege.
2. Each person whose name an access account is issued (an Account Holder) shall be responsible at all times for its proper use. All Account Holders will be issued a login name and password. Passwords must be changed periodically.
3. Other persons granted use of the Internet and its parts will be known as Users. These Users must also abide by the Acceptable Use Policy put forth by the Red Hook Central School District.

- a. All Account Holders/Users are expected to abide by the generally-accepted standard of Internet etiquette. This includes being polite and using only appropriate language.
- b. Each person seeking issuance by the Red Hook Central School District of an access account or User account must submit a signed Agreement and Waiver Form. Students must also return a Parent/Guardian Consent and Waiver Form signed. Signatories to these waiver forms agree to hold the Red Hook Central School District, harmless for material acquired or contact made on the Red Hook Central School District's network or on the Internet.

## **6. Prohibited Activity and Uses**

The following is a list of prohibited activity concerning use of the Internet by Account Holders/Users. Violation of any of these prohibitions may result in discipline or the other appropriate penalty, including suspension or revocation of an Account Holder's/User's access to the Internet:

1. Using the Internet for commercial activity, including advertising.
2. Infringement on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting, or making available any copyrighted software on the district computer network without the permission of the owner.
3. Using the Internet to receive, transmit, or make available to others communications or materials that are obscene, indecent, harassing or abusive to others.
4. Using another Account Holder/User's account or password.
5. Attempting to read, delete, copy, or modify the electronic mail (email) of other Account Holders/Users and deliberately interfering with the ability of other Account Holders/Users to send and/or receive email.
6. Forging or attempting to forge email messages.
7. Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy Red Hook Central School District equipment or materials, data of another Account Holder/User or any of the entities of other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the Red Hook Central School District network.
8. Using the Internet to transmit anonymous messages or files.
9. Revealing the personal address, telephone number, or other personal information of oneself or another person.
10. Using the Internet in a fashion inconsistent with the directions from teachers, supervisors or members of the technology department and/or generally accepted Internet etiquette.

11. Using the Internet in a manner, which violates any school district policy, procedure, or regulation.

## **7. No Privacy Guarantee**

Account Holders/Account Users using the Internet or the computer network at the Red Hook Central School District should not expect, nor does the Red Hook Central School District guarantee privacy for email or any use of the Red Hook Central School District computer network. The Red Hook Central School District reserves the right to access and view any material stored on its equipment or any material used in conjunction with its computer network.

## **8. Sanctions**

All Account Holder/Users using the Red Hook Central School District computer equipment, computer files, and network are required to comply with the rules set forth in this policy. Failure to comply with the policy may result in disciplinary action as well as suspension and/or revocation of access privileges.

Illegal activities are strictly prohibited. Any information pertaining to or suggestive of any illegal activity may be reported to the proper administrative and/or law enforcement authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited.

## **9. Red Hook Central School District Responsibilities**

1. While the Internet provides a wealth of knowledge, there is also a large amount of inaccurate or misinformation on the Internet. The Red Hook Central School District makes no warranties of any kind, either express or implied, for the access being provided, and, the Red Hook Central School District assumes no responsibility for the quality, availability, accuracy, nature, or reliability of the material of the Internet.
2. The Red Hook Central School District will not be responsible for any damages suffered by any Account Holder/User resulting from the use of the Internet. Nor will the Red Hook Central School District be responsible for unauthorized financial obligations resulting from use of the Internet.
3. The Red Hook Central School District may use technical or manual means to regulate access and information on the Internet, but these methods do not provide a foolproof means of enforcing the Red Hook Central School District Acceptable Use Policy. Each Account Holder/User will be responsible for abiding by the guidelines set forth herein.
4. Nothing herein shall be construed to infringe upon or impair any constitutional rights of the Account Holders/Users.

Adopt: 3/08/07

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