

**SUBJECT: ACCEPTABLE USE AGREEMENT****Terms and Conditions of Use Central to the Internet and Computer Related Technology**

Internet access is available to students, teachers and staff in the Adirondack Central School District.

We are very pleased to bring this educational resource and opportunity to the Adirondack Central School District. The Internet offers vast, diverse, and unique resources to both students and teachers/staff. Our goal in providing this service to teachers/staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The most basic functions provided are electronic mail, access to remote computational and informational facilities and file transfer.

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Students and teachers/staff have access to a multitude of resources that would otherwise be unavailable. Adirondack Central School bears a responsibility to educate its users on the appropriate use of campus systems within the context of proper and ethical use of the Internet.

Internet access is coordinated through a complex association of government agencies, regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines listed below. In general, this requires efficient, ethical and legal utilization of the network resources.

**Terms and Conditions of Use Central to the Internet and Computer Related Technology**

**1. Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The primary use of your account must be in support of education and research and consistent with the education objectives of the Adirondack Central School District. The use of the Internet must comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Protection Act (NCIPA). Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

**2. Privileges** - The use of school technology and the supporting instructional learning platforms is a privilege, not a right. Each Adirondack student, teacher and/or staff member who receives a school-based account will participate in a learning session with the Adirondack Central School District pertaining to the proper use of the network. Inappropriate use will be investigated by building and district administration and may result in the loss of privilege, legal action, disciplinary measures and/or payment in accordance with the code of conduct. Determination of inappropriate use will be made by the District Director of Technology and Data Protection Officer in cooperation with district administration. Also, the Director of Technology, working in conjunction with building administrators may direct that a student account be closed at any time as required by the terms of the Acceptable Use Policy. The administration, faculty, and staff of Adirondack Central School District may request that the Director of Technology deny, revoke, or suspend specific student user accounts. The Director of Technology and Superintendent may deny, revoke, or suspend specific staff/teacher accounts.

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**3. Privacy** - *Adirondack Central School District holds sole ownership to all information retained in District owned file servers. This policy provides no expectation of privacy on the part of the user and Adirondack Central School may authorize files and/or computer use to be reviewed at any time.*

**4. Sanctions** - Violations may result in the loss of access. District policies regarding the use and misuse of school equipment and supplies will be followed in the event of Internet use violation. Users involved or suspected of involvement in the Internet violations will be informed of the nature of these violations, and they will have the opportunity to respond to them. Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language or behavior.

- a. Users may be required to make full financial restitution.
- b. When applicable, law enforcement agencies may be involved.

**5. Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Use no abusive language when communicating with others.
- b. Do not swear, use vulgarities or any other inappropriate language.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone number, or addresses and phone numbers of students or colleagues, and/or
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. Information obtained via the network is assumed to be copy written unless so noted.
- g. User expectations are the same for student use while on and off campus.
- h. Cyberbullying is strictly prohibited.

**6. Security** - Security on any computer system is a high priority, especially when the system involves many users.

- a. If a student/teacher/staff user can identify a security problem on the Internet, notify the system administrator or the District Technology Director, or the building Principal if the above named are not readily available. Do not demonstrate the problem to other users.
- b. A student/teacher/staff user may not use another individual's account.
- c. Attempts by unauthorized students, teachers, or staff members to log-on to the Internet as a system administrator is a serious violation.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

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**7. Adirondack CSD Students** - may be granted access to an account for up to one academic year at a time when they:

- a. Read and agree to follow the Acceptable Use Agreement. This agreement is formalized through their signature on the application form.
- b. Obtain the signature of a parent on the application form.
- c. Teachers are obligated to directly supervise these students with its use according to the Acceptable Use Policy.
- d. The teacher is required to maintain confidentiality of the passwords.

**8. Vandalism** - Vandalism is defined as any malicious attempt to damage equipment, harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Any inappropriate use or destruction of school technology will be investigated and can result in loss of privileges, disciplinary action, payment and/or legal action.

**9. Software** -All software must be approved by district administration and in compliance with Ed Law 2-d.

**Adirondack Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Adirondack Central School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Adirondack Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.**

**Adopted:** 8/9/05  
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