

Corning Community School District

Internet and Technology Acceptable Use Policy

Corning Community School District provides computing, networking, and information resources for access and use by students, faculty, staff and other persons affiliated with the district. These resources include the access and use of Corning's district email system and computer network. The district has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring.

This policy pertains to the access and use of the district network and electronic mail system for electronic communications and storage and printing of data. The term network refers to not just the Internet connection but to all computers, resources, printers, servers, e-mail, hardware, and software of the Corning Community School District. There are no user fees for this Internet Access.

Individuals covered:

This policy applies to all persons accessing and using district electronic network and mail systems. These persons include students, faculty, staff, and use privileges extended by the district given the availability of these systems. A user does NOT own their network or email account, but does have exclusive access to this account. The district owns the account and gives you, and only you, the privilege of using it. DON'T MISUNDERSTAND. Your access to computing resources is a privilege, not a right. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

Purpose of Providing Internet Access:

The purpose in providing Internet access to the students and staff of the Corning Community School District is to encourage educational use through access to electronic resources and breed familiarity with tools of technology.

Purpose of Policy:

In order for students and staff to use Corning's network they must abide by the guidelines set forth in this Network Use Policy. If for any reason a parent, or guardian, does not want his/her student to have internet access then he/she must provide written notice to the school. It is a general policy that all facilities (hardware, software, Internet, etc.) are to

be used in a responsible, ethical, and legal manner. By using Corning's network, users acknowledge their understanding of the general policy and guidelines as a condition of using the Corning Community School District facilities and Internet access.

Introduction: Basic Guidelines

Internet access is coordinated through a complex association of government networks. Smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines and in order to have continuing access, it is important that you understand and agree to these guidelines. A violation could mean termination of an individual's privileges.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials and an industrious user may discover controversial information. The Corning School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The Corning Community School District reserves the right to change these rules at any time without notice.

* Students will use the Internet only under teacher supervision. Students are not to be in Labs unsupervised.

Corning Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users' folders, observe screens of users, and read e mail and block what the district considers to be inappropriate sites.

The Corning Community School district does have Internet filtering hardware and software in place and active on the network. This hardware and software will be used to filter access to inappropriate material via the worldwide web and email communications. Although filtering does block most inappropriate sites, it is imperative to note that it is nearly impossible to filter all inappropriate sites. If a user encounters what he/she may question as inappropriate material via the worldwide web or email, then he/she must notify a teacher or the network administrator immediately. No user shall attempt to bypass any filtering techniques.

Corning Community School District will comply fully with any investigation concerning or relating to network activity.

It is the responsibility of each user to notify the technology director if he/she believes that his/her password is known to others and if any user files have been altered.

Copyright Statement:

The Corning Community School District strongly condemns the illegal distribution and

copying of intellectual material. Any user caught transferring, copying, or selling these files or software in whole or in part, will face immediate termination of their license or access privileges for the remainder of the year. Software piracy is a federal offense and is punishable by fines or imprisonment.

Reminders for all Internet Users Regarding Violations

The following violations may lead to disciplinary action or loss of Network use privilege or both. This list is not complete.

Sending abusive messages to others or using inappropriate language.

Breaking Copyright rules or laws. Copying software.

Creating or spreading computer viruses.

Using another persons' name or password to access Internet or e mail.

Using home e mail accounts in school.

Accessing or altering another users' files without permission.

Modifying in any way the districts' hardware or software.

Placing illegal or inflammatory material on the Internet in the form of e mail or web pages.

Using the Internet from school for commercial purposes or product advertisement.

Downloading ANY file without the permission of the teacher. This is true of sound, text, photos, movies, or any other files that would be transferred from one computer to another.

Using the Internet or e mail for political lobbying.

Accessing chat rooms of any kind.

Downloading, storing, copying, or printing files that are profane or obscene.

Printing on school printers any material unless it is for educational use or directed to by a teacher.

Posting any personal information about yourself, family, friends or others without permission. This includes phone numbers and addresses.

Submitting your name, age, address, phone number, or any similar information to anyone over the Internet unless directed to do so by a teacher or other school official.

Harassing any user through the use of their name, picture, or e mail.

Sending pictures that are personally identifiable without permission.

Agreeing to a personal encounter with someone who may have contacted you online.

Engaging in any online chat group or submit personal information to any online site, private or public unless under the direction of a teacher.

Obtaining an e mail account from the Internet(such as hotmail or yahoomail). Only school approved e mail accounts are acceptable.

Forwarding of messages that would be considered obscene or unacceptable by school district standards.

Connecting to any site involved with gambling, alcohol, or drugs.

Trying to break the security of the system or bypass safeguards put in place by the school district.

Posing as or trying to log in as a network user other than yourself.
Posing as or trying to log in as a network administrator.
Attempting to “hack” into a server, computer, or network inside or outside of the district.
Attempting to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher and the network administrator.
Mail bombing or purposely overloading another user or system using e mail.
Playing games or downloading games online.
Using e mail to inform other students about or give them information about tests, answers to quizzes, or other information that would be considered cheating.
Posting other students work without that student’s consent and knowledge **or** posting information anonymously.

Staff Guidelines:

Faculty and staff are subject to the same standards, written or implied as outlined for students. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, and for assuring that students understand that if they misuse the Internet, they will lose their privilege. Teachers should model appropriate behavior and help enforce these Network Use Rules. **Before posting any picture of a student to a web site, teachers must obtain a written letter of authorization to do so by a parent or guardian; a separate letter is needed for each picture.**

Consequences of Inappropriate Use:

The consequences of inappropriate Network use will depend on what that inappropriate use is. If the inappropriate use is a violation of this policy, the school will remove the users’ Internet privilege for ;

1st Offense 30 School Days

2nd Offense 90 School Days

3rd Offense 180 School Days

Each of the above covers school days, not weekends and days will be carried over from one school year to the next school year. Days during holidays are not included. If there is a violation, a letter outlining the violation will be sent to the parents or guardian by the building principal. All penalties are from the time of the violation. At that time it is expected that the student and the parent/guardian will discuss the appropriate use of the Internet and school resources with the student. Any stolen material will be confiscated or destroyed.

If the violation involves the violation of civil or criminal law; local, state, or federal law, the student’s violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or e mail, is the responsibility of the student and the student’s parent or guardian.

Vandalism:

Any physical vandalism of any network hardware, software, printers, computers, keyboards, etc. will be considered a violation of these network use rules with the same resulting consequences of lost network use privileges.

User E mail Accounts:

The Corning Community School District will grant an e-mail account to each of its staff members and also students enrolled in online classes provided by the Corning Community School District. This account is owned by the district and can be removed at any time. Students are to use this e-mail account when doing school work and will be the only e-mail account used while at school. The account can be used from home. The account is good only for the duration of the school year and may be terminated as of the last day of school each year. Seniors and other users leaving the district will have their accounts disabled as of their final day of school. Users are responsible for their password and their account. At no time should one user give their password to another user. This will be considered a violation of the Internet User Policy. Users are not to use or allow others to use their e-mail account; to do so constitutes a violation of the Network User Policy. These e-mail accounts will be checked by the Corning Community School District. Any inappropriate use can result in the loss of the account as specified in the user policy consequences. Inappropriate use will be determined by the school district but could include, but is not limited to the items listed above. If there are messages you wish to save, save them in the appropriate manner. E-mail accounts are not to be considered private.

Enforcement:

The **District** Technology Director is authorized to monitor the use of all district wide technology resources and to manage and protect those resources and the rights of their users, and to recommend the imposition of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws.

Corning Community School District

Contract Portion of the Internet and Technology Acceptable Use Policy

Student: I have read the terms and conditions. I understand and will abide by the stated terms and conditions for the Corning Community School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and and/or appropriate legal action.

Student's Name (Please print) _____

Student's Signature _____ Date _____

Parent or Guardian (If the applicant is under the age 18 a parent or guardian must read and sign this agreement.) As the parent or guardian of this student I have read the terms and conditions for use of Internet access and technology use. I understand that this access is designed for educational purposes and Corning Community School District have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Corning Community School District to restrict access to all controversial materials and I will not hold them responsible for materials that student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

Parent/Guardian (Please print) _____

Signature _____

Daytime Phone Number _____

Evening Phone Number _____