

North Warren Central School District
Acceptable Use Notification

REGULATIONS GOVERNING THE ACCEPTABLE USE OF NETWORKED INFORMATION RESOURCES

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities when you use the school district pathways to the Internet and the school district intranet. Users are required to be efficient, ethical and legal when using the network resources and other technology resources.

ACCEPTABLE USE

The purpose the North Warren Central School District in providing access to its own internal network and to the Internet is to support research, access to resources, and opportunities for collaborative work. In addition, the district considers proficient use of technology to be critical for future employment and advanced education goals. ***The use of your account must be in support of education and research consistent with the educational objectives of the North Warren Central School District.*** 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, state or North Warren Central School District regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material which is confidential in nature and/or protected by trade secret.

PRIVILEGES

Students and employees may be granted access to an account when they:

- Review and agree to follow the Acceptable Use Procedures and (for those under the age of 18) obtain the permission of a parent/guardian.

The use of the North Warren Central School District computer systems and other electronic devices is a privilege, not a right. Inappropriate use will result in suspension or revocation of that privilege. The building principal, designee and/or the superintendent of schools will deem what is inappropriate use by a student. Administrators may close a student or employee account at any time as required.

- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Users of the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on the district's computer network or any material used in conjunction with the district's computer network.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

NETWORK ETIQUETTE

With concerns ranging from privacy, security, and freedom of speech to honesty and confidentiality, it is more important than ever to understand and observe general guidelines of etiquette. Each user is expected to abide by accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Common courtesy is important.
- Use appropriate language. Do not use abusive language, swearing, vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone number, or addresses and phone numbers of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Information obtained via the network is assumed to be copyrighted unless otherwise noted.

EMAIL

Email is an important communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

- Sending emails with any libelous, defamatory, offensive, racist, or obscene remarks, the user and the North Warren CSD can be held liable.
- Forwarding emails with any libelous, defamatory, offensive, racist, or obscene remarks, the user and the North Warren CSD can be held liable.
- Unlawfully forwarding confidential information, the user and the North Warren CSD can be held liable.
- Unlawfully forwarding or copying protected messages without permission, the user and the North Warren CSD can be held liable for copyright infringement.
- Sending an attachment that contains a virus, the user and the North Warren CSD can be held liable.

In adhering to the guidelines set out, the email user can minimize the legal risks involved in the use of email. If any user disregards these procedures, the user will be fully liable and North Warren CSD will disassociate itself from the user as far as legally possible, and appropriate disciplinary action may be taken.

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify an administrator.
- The North Warren CSD's email system is meant for school business only. Use of the District's email system for personal use is prohibited.
- Avoid sending confidential information by email. If it is necessary to transmit confidential information via email, you must secure the information by including it in an attachment and protecting it with a password. Provide the recipient with the password by means of other communication.
- Do not forward or copy a message without first acquiring permission from the sender.
- Do not attempt to forge or disguise your identity in an email message. Do not send email messages using another person's email account.
- Email communication should be conducted in a courteous and safe manner according to accepted "best practices":
 - Use clear and meaningful subject lines
 - Include your name, job title and North Warren CSD in your signature where applicable.
 - Do not broadcast private matters or discussions with third parties. If the message cannot be displayed publicly in its current state, consider rephrasing the email, using other means of communication, or protecting information by using a password.
 - Limit the list of recipients and Cc:'s only to the people who are directly involved with the subject. Use distribution groups sparingly.
 - Beware of mass emails—chain letters, hoaxes, and "urban legends" are usually false and may contain viruses.
 - Never click on web links from unknown sources or run an executable file from an email.
 - Delete email with attachments from senders you do not recognize. Never answer "spam"-- Your response will only confirm your email address.
- A district disclaimer will be added at the foot of outgoing emails:

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the North Warren CSD. Finally, the recipient should check this email and any attachments for the presence of viruses. The North Warren CSD accepts no responsibility for any damage caused by any virus transmitted by this email."

Other administrative regulations regarding the use of the District's email system will be distributed as a means to solve problems that may occur through use of the system.

SECURITY

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

- No user may use another individual's account. Attempts to log-on as another user will result in cancellation of user privileges.
- It is the responsibility of a user (student, employee or guest) to obtain the prior consent of the technology coordinator before any software is installed or used on school district owned computer equipment (or the like). Under no circumstances should illegal copyrighted software be installed on district computers.
- Users are responsible for creating a password that can not be easily guessed. Secure passwords include a combination of upper and lower case letters and numbers. Passwords must be at least 6 characters in length and must be changed every 10 weeks. Users should not share passwords for any reason! If you believe that someone else has your password, you must change it immediately.
- Never leave an unattended computer logged on; always lock or log off your account.
- Network users identifying a security problem or encountering information deemed dangerous or inappropriate on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance will the user demonstrate the problem to anyone other than to the district official or employee being notified.

WEB PUBLISHING

Available internet access provides an opportunity for students and staff to create a presence on the World Wide Web.

- All subject matter on school associated web pages shall relate to curriculum, instruction, school-authorized activities, or general information that is appropriate and of interest to others.
- Web documents must not include information (name, address, age, etc.) that could identify a student.
- Student pictures (video or still) must not be published before determining if the student's parent(s)/guardian(s) have objected to such publication through the regular photo release process.
- Web documents should not include information which indicates the physical location of a student at a given time other than participation in a school event.
- All web publishing should be consistent with the district mission and goals and in accordance with established codes of conduct.

Material on web pages reflect individual thoughts, interests, and activities and do not necessarily represent North Warren Central School District. Concern about any web content should be directed to the Technology Coordinator.

PROHIBITED ACTIVITIES:

In addition, the following activities are prohibited and appropriate disciplinary action will be taken:

- Creating files or file names that are vulgar, obscene or bigoted.
- Wastefully using finite district resources such as paper, ink, and disk space.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally accessing areas that are not educationally appropriate in nature.
- Using the computer system for recreational purposes while others require the system for academic purposes.
- Using the network to receive, transmit or make available content that is inconsistent with the District's Code of Conduct.
- Attempting to harass others, infiltrate computer systems, or damage software or equipment.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using district computing resources for commercial activity, financial gain, or fraud, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted material or software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Using the network to send anonymous messages or files.
- Stealing data, equipment or intellectual property
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Using the network while access privileges are suspended or revoked.

SANCTIONS

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

- Users involved will be informed of the nature of alleged 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.
- Users may be required to make full financial restitution for any damage they cause when using school district equipment.
- When applicable, law enforcement agencies may be involved when violations occur.

DISTRICT RESPONSIBILITIES

With expanded use of electronic technology comes the unwanted availability of information with little or no educational value for the school setting. A global network is almost impossible to monitor all access effectively. A user may discover information and material that is inappropriate for our school environment. The district firmly believes that the valuable educational and/or instructionally centered information and interaction available on the network far outweighs the possibility that users may access material that is not consistent with the educational goals of the North Warren Central School District.

North Warren Central School District shoulders the responsibility to educate its users on the appropriate use of the district's computer systems, the internet and other electronic devices within the context of proper and ethical use of the District's technology.

- The computer network coordinator and designees shall monitor and examine network activities, as appropriate, to ensure proper use of the system.
- The computer network coordinator in conjunction with administrators shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network with all network users.
- The computer network coordinator in conjunction with administrators shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.

The North Warren CSD makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. The North Warren Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulations.