

CHEEKTOWAGA CENTRAL SCHOOL DISTRICT

Board of Education Policy 8271; *Adopted by the Board of Education on June 12, 2012*

ACCEPTABLE USE POLICY (AUP) FOR COMPUTERS/TECHNOLOGY AND INTERNET ACCESS

The Board of Education requires all users of District Technology to abide by the following Acceptable Use Policy (AUP):

Technology resources are available to students, staff, and guests in the Cheektowaga Central School District (CCSD). These resources include software delivered via CCSD's Local Area Network (LAN), Internet resources, Internet access, and digital tools. We are pleased to provide this access and believe that telecommunication and other technology resources offer vast and unique opportunities to our community. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, communication, and digital citizenship.

To deliver technology resources, students and staff may have access to and/or may be provided:

1. Internet access
2. Electronic communications; email (E-mail), blogs, wikis, etc.
3. Information and international news
4. Public domain software and graphics of all types
5. Library catalogs and databases
6. Training by a CCSD technology staff member and/or instructor in proper use
7. Student management systems
8. Online courses and testing
9. Use of personally owned devices

CCSD has taken precautions to restrict access to materials that are not considered to be of value in the context of the school setting. However, it is impossible to control all materials on a global network. We at CCSD believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of end users who must adhere to this AUP policy, which is provided so that each user is aware of his/her responsibilities. In general, this requires each user's efficient, ethical, and legal utilization of the network resources. All technology use is monitored by CCSD personnel.

If a CCSD user violates any of these provisions, his or her technology use privileges may be garnished or terminated. Those who engage in unacceptable use may also be subject to further disciplinary measures under District policy and the Code of Conduct. The District reserves the right to pursue legal action and may bring suit in civil court.

Terms and Conditions for Use of Computer Technology and Internet Access

1. Acceptable Use - The District Technology Coordinator and the Superintendent of Schools will deem what is appropriate/inappropriate use. The administration, staff and students of CCSD may request the system administrator to deny, revoke, or suspend user privileges at anytime.
2. Privileges - The use of all hardware, software, and other technology resources is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Every person who receives an account will be instructed by a CCSD staff member in the proper use of the network. The purpose of 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 use of a CCSD account must be in support of education and research and be consistent with the educational objectives of CCSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that other site. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or sexually explicit material, or material protected by trade secret.

3. Responsibilities – Users are expected to abide by the generally accepted rules of the CCSD network and other technology resources, including but not limited to the items noted in this AUP. **Failure to comply will result in loss of privileges.** These responsibilities include (but are not limited to) the following:
 - a. Each user must utilize a District-issued user ID and password for his/her account in order to gain access to network resources.
 - b. Users are responsible for all activity on his/her account while “logged on.” When not actively using-the account, he/she **must** “log off”.
 - c. Users must keep his/her network ID and password confidential – any sharing of passwords is prohibited.
 - d. Students must **not** reveal their personal address, phone number, or personal data about themselves or other students, faculty or staff.
 - e. Students must not meet anyone in person with whom they have made electronic contact unless District and/or parental permission is granted.
 - f. **Netiquette is expected of all users.** Users must be polite and not be abusive in messages to others. Appropriate language must be used.
 - g. Electronic mail (E-mail) is not guaranteed to be private. The system operators have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The E-mail system is the property of the District and intended only for its use.
 - h. Users must not use the network in a way that disrupts the use of the network by other users. Users must assume that all accessible electronic information is copyright protected.
 - i. Users must report each and every incidences of computer system abuse/misuse to the District Technology Coordinator.
4. Warranties - CCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the system, you must notify the District Technology Coordinator. Do not demonstrate the problem to other users. Attempts to log on to the system as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or of having a history of problems with other computer systems may be denied access.
6. Software usage – Only District-owned software may be used with the exception of staff owned software that has been approved by the District Technology Coordinator. Portable storage devices are permitted for school assignments. Unauthorized use of devices may result in such devices being confiscated with other possible consequences to the user.
7. Equipment - The district is not responsible for repair and/or replacement of non-district hardware owned and used by students, staff, and guests.
8. Vandalism - Vandalism will result in suspension or cancellation of privileges. Vandalism is defined as any malicious attempt to alter or destroy data of another user, to damage computer hardware or software, and/or to misuse the Internet, or any others agencies or computer systems that are connected to CCSD. This includes, but is not limited to, the uploading or creation of computer viruses and any physical damage. Improper use and tampering will not be tolerated. Reimbursement of cost for replacement and/or repair of damage may be sought by district.
9. Ethical Use – Use of District network resources and any other CCSD technology resources are a privilege. Religious messages and materials that are intended or could be perceived to be proselytizing are strictly prohibited. Malicious, threatening, and/or unethical posting of information and/or images is also prohibited. Also prohibited is the use of district resources for personal gain.
10. Data – Student and staff data files and other electronic storage areas are considered to be District property and subject to control and inspection. The District Technology Coordinator may access all files and communications to insure use compliance. Unauthorized access, sharing and transmission of school District data are strictly prohibited.