

ACCEPTABLE USE OF TECHNOLOGY POLICY FOR CANAJOHARIE HIGH SCHOOL

Canajoharie School District provides students and faculty access to computer networks, software, word processing, printing, and wireless computing. It is our belief that these technologies enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. These capabilities are provided for three primary purposes.

- The completion of academic and professional work
- Enhance the teaching capabilities of faculty and the learning capabilities of students
- Communication among members of the Canajoharie School District and with the world beyond our walls

It has not been established as a public access or a public forum. The school has the right to place reasonable restrictions on the material accessed or posted, to require training before material is to be used and to enforce the rules set forth in the school handbook and the laws of New York State.

Families should be warned that some material accessible via this technology might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make technological access available to further educational goals and objectives, determined students may find ways to access controversial materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Canajoharie High School supports and respects each family's rights to decide whether or not to allow for access.

USE OF TECHNOLOGY RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network and supporting technology are provided for students to conduct research and communicate with others about school related matters, not for entertainment purposes. Access to technological services is given to students who act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility.

Individual users of the District computer networks and equipment are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor parental and school guidelines. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media. Faculty may limit computer access based on need with academic use taking precedent over all other uses.

In order to use school technology, students must accept the following responsibilities:

- **Protecting an Individual Account and System Security.**
 - Students will take all reasonable precautions to prevent others from gaining access to their individual account. Under no circumstances should a password be shared with others.
 - It is the student's responsibility to immediately notify faculty if one becomes aware of a possible or existing security problem. Students will not attempt to remedy the problem on their own.

- **Maintaining Personal Safety; students will refrain from:**
 - Posting personal information (e.g. phone number, address) about yourself or any other person. Sending such information to responsible agencies such as colleges is acceptable with the knowledge and consent of a faculty member.
 - Agreeing to meet with a person contacted via the internet. Students are responsible for alerting faculty or administration of any inappropriate contact or contact that makes a student uncomfortable received on school networks.
 - Students will not use e-mail on school computers.
 - Students will not enter chat rooms or discussion groups on school computers.
- **Refraining from Illegal Activities, including:**
 - Attempting to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account or accessing another person's files.
 - Attempting to evade our computer filtering software.
 - Attempting to disrupt the computer system or destroy data by spreading computer viruses or by other means.
 - Using the system or equipment to conduct any other illegal activity including but not limited to arranging for the purchase or sale of illegal substances, threatening the safety of another person.
- **Refraining from Inappropriate Language, including:**
 - Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages.
 - Posting or printing information that could cause danger or disruption or engaging in personal attacks, including prejudicial or discriminatory attacks
 - Harassing another person by a persistent action that distresses or annoys another person.
- **Respecting Privacy**
 - Students will not repost or resend messages sent to them by another person without the express permission of that person.
 - Students will not post private information about themselves or another person.
 - Students will use the system only for educational and career development activities.
 - Students will not install, upload or download programs
 - Students will not post chain letters or engage in spamming
 - Students will use list-serves or website creation sites only under instruction of a teacher for class purposes.
- **Adhering to Copyright Laws**
 - Students will not plagiarize words or pictures found on the internet.
 - Students will respect the rights of copyright owners
 - Software provided on school owned computers is the property of Canajoharie School District and to copy it from the system is a copyright violation.
- **Accessing Appropriate Materials**
 - Students will refrain from accessing material that is profane or obscene or that advocates illegal acts or violence or discrimination toward other people.
 - Students will immediately inform faculty if such materials are unintentionally accessed.
 - Students are also responsible for refraining from accessing materials their parents or guardians have instructed them are not acceptable.
- **Handling of all Equipment with Care and Respect**
 - Students will handle all school technology equipment with reasonable care and respect. If a piece of equipment is in need of servicing or is broken, students are responsible for reporting this need to faculty or the administration immediately.
 - Students will not attempt to repair equipment on their own.
 - If students witness the abuse of equipment, they are also responsible for reporting this to faculty or the administration immediately.

Failure to fulfill these responsibilities, whether or not they originated from school computers, may result in rejection of computer access and/or further disciplinary consequences. If you have any questions concerning the use of technology at Canajoharie High School, you should call Mr. Barnes, High School Principal, at 673-6330.

