Bath Central School District
Acceptable Use Policy for Technology

Purpose

1. The Bath Central School District is providing employees and students with access to the district's electronic communication system, which includes hardware, software, local and wide area network, and Internet access.
2. The purpose of the district's electronic communication system is to prepare students for educational pursuits and success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the electronic communication system will assist the district in sharing information with employees, parents, social service and government agencies, and other local community businesses. Activities of a curricular and professional nature will have priority on the system over those oriented toward personal growth and self-discovery.

District Responsibilities

1. The Superintendent will oversee the Bath Central School District's electronic communication system and will work with other regional or state organizations as necessary.
2. The Director of Technology and/or designated individual will establish a process for allocating and maintaining user agreements and user accounts, as well as the district's web site, LANs, WAN and network security.
3. The Building Principal will serve as the building level coordinator for the district's electronic communication system and will approve building level activities. Principals shall:

   - ensure that teachers have access to proper instruction in the use of the electronic communication system and the requirements of this policy
   - establish a system to ensure adequate supervision of students using the electronic communication system
   - be responsible for interpreting the district's acceptable use policy for technology at the building level

Technical Services Provided through the Bath Central School District Electronic Communication System

1. Email – Email will be provided for all staff members and allow registered users to communicate with people throughout the world. Registered users will also be able to subscribe to mail lists, and engage in group discussions related to educational topics.

2. <u>World Wide Web</u> – "The Web" provides access to a wide range of information in the form of text, graphics, photographs, videos, and audio files, from sources around the world. It is a valuable research tool for students and employees.
3. <u>Local and Wide Area Networks</u> – Networks including classrooms, computer laboratories, libraries, and offices throughout the district will provide access to educational software and to services which support the goals of the district.
4. <u>Educational Software</u> – The district's electronic communication system will allow users access to software, which supports the goals of the district's curriculum.
5. <u>Blocking/Monitoring Software</u> – The district will acquire and maintain software designed to help screen and/or monitor access to both the Internet and Intranet. The Bath Central School District makes no warranties of any kind, either express or implied, that users will not inadvertently access objectionable materials.

Access to the District Electronic System

1. The district's acceptable use policy for technology will govern all use of the district's electronic communication system. Student use of the system will be governed by the district's disciplinary code. Employee use will be governed by district policy, and by the collective bargaining agreement.
2. Student access to the district's electronic communication system will be under the supervision of a district employee.
3. All district employees and students will have access to the World Wide Web throughout the district's network. Parents will specifically request that their child(ren) be provided such access by notifying the district in writing.
4. Students may be granted email access only through a registered user's classroom account. As registered users, district employees (and specific, identified students) will be provided with an individual account to be used for educational or district related purposes.

District Limitations and Liabilities

1. The Bath Central School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district's electronic communication system will be error-free or without defect.
2. The Bath Central School District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruption of service.
3. The Bath Central School District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
4. The Bath Central School District will not be responsible for financial obligations arising through individual purchases, or the unauthorized use of the system.

Due Process

1. The Bath Central School District will cooperate fully with local, state, and federal officials in any investigation conducted concerning or related to illegal activities of any individuals misusing the district's system.
2. In the event there is an allegation that a student has violated the district's acceptable use policy, the student will be provided with notice and opportunity to be heard in the manner set forth in the district's disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the district's disciplinary code, the violation will be handled in accord with the applicable provision of the disciplinary code.
4. Employee violations of the district's acceptable use policy will be handled in accordance with district policies, local, state, and federal law.

Search and Seizure

1. Bath Central School District electronic communication system users have a limited privacy expectation in the contents of their personal files and on the district's electronic communication system. District employees should be aware that the content of their personal files "may" be discoverable.
2. Should routine maintenance and monitoring of the system lead to the discovery that a user has or is violating the Bath Central School District acceptable use policy or the law, an individual search will be conducted. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

Selection of Materials and Media

1. Bath Central School District Board policy on selection of materials will govern the use of the district's electronic communication system.
2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students, and that is relevant to the course objectives.
   a. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site.
   b. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
   c. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

District Web Site

The Superintendent and Director of Technology of the Bath Central School District will designate a webmaster who shall be responsible for the establishment and maintenance of a district website. All district buildings and extra-curricular activities sanctioned by the district will have the right to provide information to be posted on the district's website.

Guidelines for Acceptable Use of the Bath Central School District Electronic Communication System

Student Safety

a. Student users will not post personal contact information about themselves or other people. Personal contact information includes home address or telephone number, work address or telephone number, age, gender, ethnicity, etc.
b. Student users will not agree to meet with someone they have met (communicated with) online.
c. Student users will promptly disclose to their teacher or other school employee any web sites, email message, or other information revealed to them that they believe to be inappropriate, or which makes them feel uncomfortable.

Electronic Communications

a. All employee users will be given district e-mail accounts. Students will be granted e-mail accounts by teacher request only for instructional purposes. Staff or student use/access of any e-mail system other than that provided by the district (such as Hotmail, AOL, or Yahoo) is prohibited.

Illegal Activities

a. Student and employee users will not attempt to gain unauthorized access to the district's electronic communication system or to any other computer system via the district's network. Nor will they attempt to exceed their level of authorization. This includes attempting to log on as another person, or to access another user's account or files, even if only for the purpose of "browsing".
b. Student and employee users will not make deliberate attempts to disrupt the performance of the district's electronic communication system or to destroy software or data by spreading computer viruses, or by any other means of corruption.

c. Student and employee users will not use the district's electronic communication system to engage in any act that might threaten the health, safety, or welfare of any person or persons. This includes but is not restricted to the arrangement of drug sales or purchases, the purchase of alcohol or firearms, participation in cybersex or other illicit or criminal activities.

System Security

a. Employee users are responsible for their registered accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his/her password to another person.
b. Student and employee users will immediately notify the designated network administrator if they identify a possible security violation. However, users should not go "out of their way" looking for problems, as this could be construed as an attempt to gain unauthorized access, or to compromise the system.
c. Student and employee users may not disengage any system security software without the prior knowledge and permission of the designated network administrator.

Inappropriate Language

a. Restrictions against inappropriate language apply to public messages (screen displays), private messages (email), and all materials to be posted to the Web pages.
b. Student and employee users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the electronic communication system.
c. Student and employee users will not post information that, if acted upon, could cause damage or a danger of system disruption.
d. Student and employee users will not engage in personal attacks, including prejudicial or discriminatory attacks.
e. Student and employee users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
f. Student and employee users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respecting Privacy

a. Student and employee users will not re-post a message that was sent to them marked "private" or "confidential" without the permission of the person who sent them the message.
b. Student and employee users will not post private information about another person.

Respecting Resource Limits

a. Student and employee users will use the district's electronic communication system for educational, professional, and/or career development activities as well as limited certain high quality, self-discovery activities.

b. Student and employee users may not use the district's electronic communication system for commercial purposes. Defined as: *Offering, providing, or purchasing goods or services for personal use or profit*. District acquisition procedures will be followed for purchases via the district's electronic communication system.

c. Student and employee users may not use the district's electronic communication system for political lobbying, as defined by the state statute related to lobbying. However, users may use the electronic communication system to communicate with the elected representatives, and to appropriately express their opinions on political issues.

d. Student and employee users will not download large files unless absolutely necessary for educational purposes, and preferably at a time when this activity will not significantly impact the use of the system by others, for an unreasonable duration. Files should be removed from the system when they are no longer needed.

e. Student and employee users will not maintain connections to websites providing streaming audio or video content unless the content is necessary for curricular purposes.

f. Student and employee users will not post chain letters or engage in "spamming". Defined as*: Sending annoying, unnecessary, and unsolicited mail and messages to others; electronic junk mail.*

g. Employee users will check their email frequently and delete received and unwanted mail in a timely fashion.

h. Employee users will subscribe only to high quality mail lists and discussion groups that promote educational excellence, and are related to professional or career development.

i. Student and employee users will restrict the production of hard copies (printouts) to those documents necessary and pertinent to educational purposes, and should always be preceded by a print preview. This is stated in order to prevent waste of costly district resources.

Copyright and Plagiarism

a. District policies on copyright and plagiarism will govern the use of material accessed through the district's electronic communication system.

b. Student and employee users will not plagiarize works that they find on the Internet. Defined as: *Taking the ideas or writings of others and presenting them as if they were original to the user.* When using information acquired from the Internet for research purposes, users will cite sources according to an approved bibliographic style.

c. Student and employee users will respect the rights of the copyright owner. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable

use of the work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

   d. Student and employee users will not install software unless the software has been legally obtained, and then only onto the specified, approved computers.

Access to Inappropriate Material

   a. Student and employee users will not use the Bath Central School District electronic communication system to access material that is profane, pornographic or obscene, or that advocates violence, hatred, discrimination, or illegal acts. A special exception may be made for units of study related to "sensitive topics" (the holocaust, sexually transmitted or gender specific diseases, propaganda, etc.).

   b. Student and employee users, who inadvertently access inappropriate material, should immediately disclose the details of such information (Date, Time, URL, etc.) to the teacher in charge, supervisory personnel, and network administrator. This will protect other users from accessing the same information, and the reporting user from unfair allegations. This information should not be disclosed to other users; as such action would constitute a violation of policy.

Student Website Photo Use Guidelines

All schools in our district have created school web sites to showcase student work, projects or activities that students are involved in. Student photographs often are included on the web site and may be posted for an undetermined period of time during the current and subsequent school years.

Bath Central School District has developed content guidelines for school web sites in this regard. The following points will be addressed by the school before any student photograph is posted on a website.

- The full name, address, phone number, or email address of a student <u>will not</u> be provided on a school web site.
- Photographs of large groups of students may be posted on a school web site without parental permission as long as individual students are not singled out or identified in any way (e.g. a school assembly, sporting activity or music festival).
- Parental permission must be obtained before photographs of individual children or small groups of children (e.g. class photos) are posted on a school web site.