

## **3800 – INTERNET USE – ACCEPTABLE USE POLICY (AUP)**

Island Park School District is committed to responsible, efficient, ethical, and legal use of its telecommunications facilities.

Acceptable use of telecommunications includes activities that support teaching and learning. Use of District accounts is limited to school-related activities or courses. Users are encouraged to utilize telecommunications services, which may include, but are not limited to, electronic mail, conferencing, bulletin boards, databases, and access to the Internet, including the World Wide Web, Telnet, and File Transfer Protocol (FTP).

### **Unacceptable Use**

Activities that are not permitted on District accounts include:

- Plagiarism
- Use of profanity, obscenity, or language which may be offensive to others
- Reposting communications without the author's prior consent
- Copying software in violation of copyright laws
- Use of on-line services for profit, commercial or illegal activity
- Development or spread of computer viruses
- Engaging in vandalism

### **Employees' Responsibilities**

District employees' will teach and/or model proper techniques and standards related to use of District computers, telecommunications equipment, the Internet, and email accounts. Employees understand that abuse of the services by themselves or students for whom they are responsible to oversee may result in loss of such privileges and may be subject to additional school sanctions as well as other penalties under law.

### **Procedure for Obtaining Access**

For student to obtain use of a District account, they and their parents must:

- Complete the form, *Student Application for Use of Computer, Internet, and Email*, annually.
- Agree to the District's computer policies governing use of computer, internet, and email.
- Agree to training of students

### **For Employees to obtain use of a District Account**

Employees must:

- Complete the form, Employee Application for use of Computers, Internet and email.
- Agree to the District's Policies (3800) governing use of Computer, Internet, and email and the related Rules and Regulations.
- Agree to the District's Policy (3850) regarding computer Resources and Data Management.
- Agree to request training pertaining to any related matters for which they require clarification or greater understanding.

This policy applies to all users of the District accounts and/or facilities.  
(See Regulation 3800)

## **REGULATION 3800 - RULES AND REGULATIONS OF TELECOMMUNICATIONS**

Telecommunications users are expected to abide by the District Rules and Regulations of telecommunications. They include (but are not limited to) the following:

1. All use of telecommunications must be in support of education and research and be consistent with the purposes of Island Park School District.
2. Any use of the on-line accounts for commercial or for-profit purposes, product advertisement or political lobbying is prohibited.
3. Use of the on-line accounts for personal and private business is prohibited.
4. Users shall not intentionally seek information about, obtain copies of, or modify files, data, or passwords, belonging to others on the District network or in the District's cloud storage areas.
5. Users shall not misrepresent themselves while on-line.
6. Communication and information accessible over the Internet is not secure. This includes email and email attachments, which can also be obtained under the Freedom of Information Act. Therefore, users should not reveal personally identifiable information (PII). This includes the name, address, phone number, social security number, credit card numbers, etc of colleagues, parents/guardians, students, etc in the subject or body of an email when on-line or texting.
7. Users must not disrupt the access of others on the service.
8. Hardware and peripheral devices may not be modified, destroyed, or abused in any way.
9. Software and apps may not be downloaded onto district-owned devices without consent of an administrator.
10. Hate mail, harassment, discriminatory remarks and other expressions antisocial behaviors are prohibited.
11. Use of the District accounts to develop programs that harass others or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
12. Standard copyright restrictions must be observed.
13. Use of the District accounts to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of District computers and/or networks is prohibited.
14. From time to time, Island Park School District will review and update telecommunications policies and practices.
15. Use of the District's computers is a privilege not a right; inappropriate use will result in the suspension or revocation of that privilege.

### **No Privacy Guarantee**

Users of the District's Computer Network should not expect, nor does the District guarantee privacy for electronic mail or any use of the District's Computer Network. The District reserves the right to access, view and/or disclose any material stored on District equipment or cloud storage areas, and any material used in conjunction with the District's Computer Network.

September 1, \_\_\_\_\_

**Dear Parent or Guardian:**

**The Island Park School District enhances teaching and learning through the use of technology and telecommunications. Students communicate with others throughout the world by the Internet.**

**Through the Internet, students have access to hundreds of databases, libraries and computer services from all over the world.**

**The Island Park School District has taken precautions to restrict access to controversial and potentially dangerous materials. However, on a global network it is impossible to control all materials, and an industrious user may discover such information despite our best efforts. The District believes that the valuable information and interaction available on the worldwide web far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District. Nevertheless, we want you to be aware of this possibility.**

**With this educational opportunity also comes responsibility. It is important that you discuss with your child the attached District policies regarding use of technology. To give your child permission to use the District's on-line services, you and your child must complete, sign, and return the application to your child's homeroom or classroom teacher.**

**Thank you for your cooperation.**

**Sincerely,**

\_\_\_\_\_, Francis X Hegarty Elementary School Principal

\_\_\_\_\_, Lincoln Orens Middle School Principal

attachment

cc: \_\_\_\_\_, Superintendent of Schools

**ISLAND PARK UNION FREE SCHOOL DISTRICT  
STUDENT APPLICATION FOR USE OF COMPUTER, INTERNET & EMAIL**

*Student Name* \_\_\_\_\_ *Grade* \_\_\_\_\_  
(Please Print)

*School* \_\_\_\_\_ *Teacher/Homeroom* \_\_\_\_\_

Please check all that apply.

- I have read and understand the District's Use of Telecommunications Policy and Rules as well as the accompanying Regulations of Telecommunications. See District website.
- I have discussed these policies with my parent or guardian.
- I agree to abide by their provisions. If I do not, I understand I will lose on-line access, including email and related privileges, and I will be subject to school disciplinary action and legal action.

*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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**PARENT OR GUARDIAN**

- I have read and understand the Use of Telecommunications Policy and Rules and Regulations of Telecommunications.
- I will accept responsibility for my child's appropriate use of District telecommunications equipment and his/her potential access to the worldwide Internet and on-line accounts including email and cloud storage while using the District account even when not in a school setting.
- I understand that my child will be subject to disciplinary consequences if he/she violates these rules.
- I agree to be legally and financially responsible for any misuse of the Internet by my child as stated in the District policies and defined by New York State Law.
- I will not hold Island Park Union Free School District responsible for controversial materials acquired while on-line.
- I understand these policies and/or asked for clarification.
- I certify that the information on this form is correct and I give permission for my child to use a District account.

*Parent/Guardian Name (Please print.)* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Home Address* \_\_\_\_\_

*Home Phone #* \_\_\_\_\_ *Cell #* \_\_\_\_\_ *Work #* \_\_\_\_\_

**ISLAND PARK UNION FREE SCHOOL DISTRICT  
EMPLOYEE APPLICATION FOR USE OF COMPUTER, INTERNET & EMAIL**

*Name (Please print.)* \_\_\_\_\_

*Building* \_\_\_\_\_

- I have read and understand the Internet Use – Acceptable Use Policy (3800), Rules and Regulations of Telecommunications (3800), and Computer Resources and Data Management Policy (3850). See District website.
- I will accept responsibility for appropriate use of District telecommunications equipment and my access to the worldwide Internet and on-line accounts including email and cloud storage while using the District account even when not in a school setting.
- I will not hold Island Park Union Free School District responsible for controversial materials acquired while on-line.
- I agree to be legally and financially responsible for any misuse of the Internet as stated in the District policies and defined by New York State Law.
- I understand these policies and/or asked for clarification.
- I agree to abide by their provisions. If I do not, I understand I will lose on-line access and related privileges, and I will be subject to school disciplinary action and legal action.
- I certify that the information on this form is correct and I accept use of the District’s technology equipment, internet and email.

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*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Please sign and return to the Office of the Principal.**

## ***DISTRICT RESPONSIBILITIES***

*The District makes no warranties of any kind, either expressed or implied, for the access being provided. Furthermore, the District assumes no responsibility for the quality, availability, accuracy or reliability of the service and/or information provided. Users of the District's computers and Internet connections use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information 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 computers or the Internet.*

Adoption: September 25, 2017

## **POLICY #3850 - COMPUTER RESOURCES AND DATA MANAGEMENT**

The Board of Education recognizes that computers are powerful and valuable education and research tools and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the Board's expectations in regard to these different aspects of the district's computer resources.

### **General Provisions**

The Superintendent or designee shall oversee the use of district computer resources. The Superintendent or designee will prepare in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the purchasing agent for the district, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent or designee shall establish regulations governing the use and security of the district's computer resources. The security and integrity of the district computer network and data are serious concerns to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulation, as well as the district's **Internet Use - Acceptable Use Policy #3800**. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's computer network must 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 district equipment or any material used in conjunction with the district's computer network.

### Management of Computer Records

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent, working with the Assistant Superintendent and Nassau BOCES, shall establish procedures governing management of computer records. The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

### Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's external auditor. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks. (Adopted 11/26/07)

## **REGULATION #3850 - COMPUTER RESOURCES AND DATA MANAGEMENT**

The following rules and regulations govern the use of the district's computer network system, employee access to the Internet, and management of computerized records.

### I. Internet Access

Internet access for students, district employees, and third party users is governed by the District's **Internet Use – Acceptable Use Policy #3800**.

### II. Acceptable Use and Conduct

The following regulations apply to **all staff and third party users** of the District's computers, network system, and cloud storage areas:

- Employees will be issued an e-mail account through the district's computer network.
- Access to the district's computer network is provided solely for educational and/or research purposes and management of district operations consistent with the district's mission and goals.
- Employees shall refrain from using computer resources for personal use.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. These must not be shared.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Employees are advised that they must not have an expectation of privacy in the use of the district's computers, network system, cloud storage, and email.
- Network users identifying a security problem on the district's network must notify appropriate staff.

### III. Prohibited Activity and Users

The following is a list of prohibited activity for **all staff and third party users** concerning use of the district's computer network. Any violation of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using the network, including email, that conveys personally identifiable information (PII).



## **REGULATION #3850 - COMPUTER RESOURCES AND DATA MANAGEMENT**

- Attempting to read, delete, copy or modify the electronic mail (email) of other system users.
- Foregoing or attempting to forge e-mail messages.
- 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 cloud storage, 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 the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing software, downloading software or apps, and using personal disks on the district's computers and/or network without the permission of the appropriate district administrator.
- Using district computing resources for fraudulent purposes or financial gain.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Using the network while your access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from administrators, teachers, and other staff members and generally accepted network etiquette.

### **IV. No Privacy Guarantee**

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 district equipment or any material used in conjunction with the district's computer network.

### **V. Sanctions**

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

Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

### **VI. District Responsibilities**

The district 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. Each user is responsible for verifying the integrity and authenticity of the information.

## **REGULATION #3850 - COMPUTER RESOURCES AND DATA MANAGEMENT**

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 any other errors or omissions. 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 regulation.

(Adopted: September 25, 2017)