

Greene County School District Computer Acceptable Use Policy

The Greene County School District offers currently enrolled students, faculty and staff access to the school computer network through computer labs, networked pc's and stand-alone computers. District technology equipment is provided for use in fulfilling curriculum objectives and quality enrichment activities. Personal electronic devices are not to be connected to the District network. This includes, but is not limited to personal computers, laptops, PDAs, and MP3 Players.

The faculty and administration of Greene County Schools are convinced that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may find material that is not consistent with the educational goals of the school district.

The Greene County School District is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the Greene County School District network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Greene County School District receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with CIPA.

The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to the online collection of personal information from children under 13. The rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

No signature is required to make this AUP binding on staff and students. The use of Greene County School District's electronic media denotes the user's agreement of responsibility.

Computer Network and Internet Use Rules

Students and school personnel are responsible for good behavior on the school computer networks just as they are in a classroom or in a school hallway. **Communications on the network are often public in nature.** General school rules for behavior and communications apply. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. When using the Internet, all students will be closely monitored to prevent students from accidentally or otherwise accessing inappropriate material. 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.

Computer access is a privilege, not a right, and is provided for students and staff to conduct research, fulfill course requirements, and communicate with others when appropriate or authorized. Access to network services is given to students and staff who agree to act in a considerate and responsible manner.

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. While user files will not be examined without good cause, users should not expect that files stored on school computers will always be private.***

All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language.
- Assume that email is not secure or confidential. Never send anything that you would hesitate to have viewed by others.

- Respect other people's privacy regarding mail and files. Do not reveal personal addresses or phone numbers, or those of students or colleagues.
- Keep paragraphs short and to the point. Be mindful of spelling.
- Check email regularly and delete unwanted messages as quickly as possible.
- Avoid use of sarcasm in electronic communications.

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Network Security – CIPA and COPPA Compliance

The use of the Greene County School District network is for educational and career development activities as approved by the Greene County School District faculty and staff.

Users have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.

All district employees will be required to use district email only. Free email sites will be blocked. This is for the protection of the students from inappropriate spam as well as protection of the network against malicious codes such as viruses.

Activities using the computer network in violation of Local, State, Federal or Greene County School District policies are strictly forbidden.

Students will not reveal personal information over the network. This includes information about themselves as well as information about anyone else. Although teachers and other district personnel may reveal personal information about themselves over the network for educational and career development purposes, they are strictly forbidden to disseminate any personal information about anyone else including, but not limited to students and colleagues. Information that is considered personal includes but is not limited to the following: home addresses, Social Security numbers, and personal telephone numbers.

There is absolutely no expectation of privacy on the Greene County School District network. Activities at any workstation or transmission and receipt of data can be monitored at any time both electronically or by staff members. This includes the transmission and receipt of email, email attachments, Web browsing and any other use of the network. User files stored on the network or on individual computers are not to be considered private. Authorized district staff will periodically inspect folders and logs of network usage during routine maintenance.

Prohibited activities include, but are not limited to the following:

- Using the network to transmit, or retransmit copyrighted material (including plagiarism).
- Accessing, transmitting, or retransmitting threatening, harassing, obscene, and pornographic (written, pictures, song lyrics, etc.) or trade secret material or any material deemed harmful to minors.
- Using the network to access, transmit or retransmit language that can be considered defamatory, abusive or offensive.
- Users of the Greene County School District network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal prejudicial or discriminatory attacks or that harasses or causes distress to another person.
- Users of the district network are forbidden to access, transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material. All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.
- Using the network to download, upload or store large files such as music and video that are not directly related to a project or activity that is part of the school curriculum. The use of flash (thumb) drives is limited to data storage only. No executable files of any type may be transferred to district property.

- Streaming music or video, unless associated with a specific curriculum related activity is prohibited.
- ***Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent. These messages take up time and space and are not useful for the purpose and objectives of the Greene County School District.***
- Damaging computers, computer systems, or computer networks (hardware or software). If a student maliciously damages Greene County School District technical equipment in such a way that requires service or repairs, the parent/guardian of the student is responsible for providing all expenses incurred for those services, grades K-12.
- Deliberate or careless action that damages the computer's configuration or limits the computer's usefulness to others.
- Downloading unauthorized software on school computers/networks. This includes students, teachers, staff and administrators. All software installed on district computers must be installed by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Creating, uploading, or transmitting computer viruses, worms or other disruptive software code.
- Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.
- Invading the privacy of other individuals. Using another person's password or account or providing his/her password to another person. Trespassing in another's folder, work or files, in the attempt to use others' work to "cheat" on assignments, tests, or any class work.
- Intentionally wasting limited resources.
- Using the network or school computer for commercial or for-profit purposes or political lobbying.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any activity harmful or reflecting negatively on the Greene County School District community.

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Web Page Compliance

- Make sure any web design is appropriate to the educational, administrative, or research objectives of the Greene County School District.
- Any use of the Greene County School District name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator.
- Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage. Staff members must give their written signature permission while a student must have the parents' written signatures before publication use. (See Appendix A for District Web Consent Form)
- The system administrator and/or building administrator will make the final determination whether any web item(s), which identify the Greene County School District, are appropriate for web publication before that publication occurs.
- All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.
- Web page designs will allow for the *Web Access Initiative (WAI)* to provide accessibility for people with disabilities.
- Do not publish any personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public.
- Staff and/or students are prohibited from publishing a website using the Greene County School District name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator.
- Although Greene County School District recognizes the concept of "Free Speech", staff and/or students are prohibited from publishing any work that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator.
- Right to "Freedom of Speech" will NOT allow staff and/or students to publish offensive materials through any Greene County School District electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator.

Consequences of Policy Non-Compliance

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension or cancellation of the users' privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other action not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other action deemed appropriate by the administrative authorities.

In grades 7-12, students in computer-based classes such as Basic Keyboarding, Computer Applications, Business Computer Technology, Discovery Courses, and several other technical based courses, students could be removed from the course for the duration of the semester or school year if found by administration to be intentionally in violation of the Acceptable Use Policy. In grades K-6, parents will be notified immediately and students will be removed from any/all computer activities for a length of time as administration deems appropriate. Reinstatement procedures will be individually addressed.

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Disclaimer

1. The Greene County School District cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Greene County School District will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's own risk.
4. The Greene County School District makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
5. All staff and students of the Greene County School District shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on staff and students. The use of Greene County School District's electronic media denotes the user's agreement of responsibility. However, Greene County School District shall make concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment; loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the Greene County School District authorities.
7. The Greene County School District reserves the right to change its policies and rules at any time.

Terms and Conditions for Use of the Greene County School District Network

All users of the Greene County School District's network and Internet access are required to adhere to the district's Internet Acceptable Use Policy (AUP). The attached policy describes in detail the purpose of the district's network and the rules governing its use. All users and the parents of **all** student users are required by the Greene County School District AUP to agree that they will abide by the policy while using the district's computer network resources.

All users, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by the Greene County School District officials including termination of employment or legal action by local, state and/or federal law enforcement officials. It is, therefore, incumbent upon all to carefully read the district AUP and understand what is expected and the penalty for non-compliance.

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STUDENT COMPUTER USE AGREEMENT

First Name: _____ Last Name: _____

Current Grade Level: _____ Date: _____

STUDENT AGREEMENT

Carefully read the attached Greene County School District Acceptable Use Policy. If you have any questions as to what will be expected of you when you are using the district's Internet access or school network or computer equipment, ask a teacher, your librarian or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign below indicating that you understand and agree to this policy.

CONTRACT

I have read the Greene County School District Acceptable Use Policy. I understand the rules that I am to follow while using the computers and Internet at school.

I understand that if I break the rules, I will be punished based on the type of rule I break. If I break a rule, the punishment will be determined by Greene County administration or faculty. If I break a law, however, I understand that the courts and law enforcement officials who enforce the law that I break will determine the punishment I receive.

Student's Name (please print): _____

Student's Signature: _____

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COMPUTER USE PARENT/GUARDIAN SIGNATURE FORM

Student's Full Name (Please Print): _____

Current Grade Level: _____ Date: _____

As the parent or guardian of this student I have read the Acceptable Use Policy of the Greene County School District and understand the rules and regulations that my child is to follow while using the Internet and/or school network while at school. I understand that the school's Internet access is available for educational purposes only and have discussed the proper use of the Internet at school with my child.

I understand that if my child breaks the rules, he/she will be punished based on the type of rule broken just as it is with any other school activity. If he/she breaks a rule made by the Greene County School District, the punishment will be determined by the building Principal or Assistant Principal. If he/she breaks a law, however, I understand that the courts and law enforcement officials who enforce the broken law will determine the punishment received by my child.

I understand that the Greene County School District has taken available electronic precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision of my child's Internet if and when my child's use is not in a school setting. Further, I accept responsibility for any/all expenses for any damages on the network caused by my child. I hereby certify that the information that I have entered onto this form is correct.

Initial One:

My child has my permission to use the Greene County School District's network to access the Internet _____

My child **DOES NOT** have my permission to use the Greene County School District's network to access the Internet and I **DO NOT** want Internet services or any other computer or computer service available to my child. I realize that this will make enrollment in certain classes impossible. _____

Parent or Guardian (please print): _____

Signature: _____

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STAFF COMPUTER USE AGREEMENT

First Name: _____ Last Name: _____

School _____ Date: _____

STAFF AGREEMENT

Carefully read the attached Greene County School District Acceptable Use Policy. If you have any questions as to what will be expected of you when you are using the district's Internet access or school network or computer equipment, ask your librarian, a technology department person, your supervisor or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign below indicating that you understand and agree to this policy.

Agreement

I have read the Greene County School District Acceptable Use Policy. I understand the rules that I am to follow while using the Internet or the technology equipment owned by the Greene County School district. I understand that the equipment in my classroom/office belongs to the Greene County School District, not to me. Its use is, therefore, governed entirely by the policies and regulations of the Greene County School District.

I understand that if I violate district regulations regarding the use of its equipment, I will be subject to disciplinary action by the Greene County School District, which includes suspension as well as employment termination. The disciplinary action will be based on the type and severity of the violation. I further understand that if I break a law while using the Greene County School District facilities, the courts and law enforcement officials will determine the disciplinary action that I receive.

Staff Member's Name (please print): _____

Staff Member's Signature: _____

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Appendix A
Greene County School District
Web Site Consent Form

(Name of School) requests your permission to use your child's picture, name, and/or schoolwork, either edited or in full, on (Name of School) official website (Give URL for the website). These web sites will use the student's first name and/or first name and last initial only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school and participation in school activities/classes will not be used. Schoolwork may include, but is not limited to art, written papers, class projects, and computer projects.

Please place check mark on one option from each section below:

_____ (Name of school) may use my child's picture on the school web site without liability to (Name of School) or Greene County School District.

_____ (Name of school) may **NOT** use my child's picture on the school web site.

_____ (Name of school) may use my child's name - either the first name or first name and last initial only — e.g., John or John D. - on the school web site without liability to (Name of school) or Greene County School District.

_____ (Name of school) may **NOT** use my child's name - either the first name or first name and last initial only — e.g., John or John D.- on the school web site.

_____ (Name of school) may use my child's schoolwork on the school web site without liability to (Name of school) or Greene County School District.

_____ (Name of school) may **NOT** use my child's schoolwork on the school web site.

School Name _____

Student Name _____

Parent(s) or Guardian Signature _____

Date Signed _____

RETURN THIS SIGNED FORM TO (Name of school) no later than (Date).