

# **Minerva Central School's Student Acceptable Use Policy (Appendix E)**

Minerva Central School offers Local Area Network and Wide Area Network access for student use. This document contains the Acceptable Use Policy for student use of The Minerva Central School computer network.

Minerva Central School is committed to preparing its students to be effective citizens and workers by helping them to develop strong electronic information research skills. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty shall blend thoughtful use of the Internet throughout the curriculum and shall provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those resources, which have been evaluated prior to use.

While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Minerva Central School staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the district. Access is a privilege, not a right. Access entails responsibility.

## **District Responsibilities:**

The District's responsibilities include: establishing reasonable boundaries of what is considered acceptable use of the District system, education students about acceptable uses, providing general supervision, and enforcing the policies for acceptable use. The District cannot be responsible for direct supervision of every student, at all times, while they are using the Internet and this fact must be made clear to parents. The District shall also provide and

maintain filtering software in an attempt to limit student access to information deemed inappropriate by the district. It should be noted however that even with the use of filtering software the risk of exposure to inappropriate material on the Internet is still a risk.

#### **A. Education Purpose**

1. The Minerva Central School computer network has been established for a limited educational purpose. The term “education purpose” includes classroom activities, career development, and limited high-quality self-discover activities.
2. The Minerva Central School computer network has to been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system
3. You are also expected to follow the rules set forth in the student handbook and the language of this agreement.

You may not use the Minerva Central School commuter network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

#### **B. Student Internet Access**

1. Students will have access to Internet World Wide Web information resources through their classroom, library, or our school’s computer lab only after proper permissions have been granted and accounts have been established.
2. Elementary students will have e-mail access only under their teacher’s direct supervision using a classroom account.
3. Secondary students may obtain an individual e-mail account with the approval of their parent. Network use for e-mail service is restricted to those accounts issued and maintained by Minerva Central School. Use of other e-mail services, such as hot mail, yahoo mail and etc. is strictly prohibited.
4. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the Minerva Central School computer network. This agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.
5. If approved by the technology coordinator or the principal, you may create a personal Web page on the Minerva Central School computer network which may be posted on our Intranet site or our Internet web address. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparations activities.

#### **C. Unacceptable Uses**

The following uses of the Minerva Central School computer network are considered unacceptable:

1. **Personal Safety**

- a. You shall not post personal contact information about yourself or other people. Personal contact information includes your address, telephone numbers, school address, work address, etc.
- b. You shall promptly disclose to your teacher or other school employees any messages you receive that are inappropriate or make you feel uncomfortable.

2. **Illegal Activities**

- a. You shall not attempt to gain unauthorized access to the Minerva Central School computer network or to any other computer system through the Minerva Central School computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You shall not use the Minerva central School computer network to engage in any other illegal act, which violates any local, state, or federal statutes.

3. **System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You shall immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

4. **Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You shall not post information that could cause damage or a danger of disruption to the Minerva Central School computer network.

5. **Respect for Privacy**

- a. You shall not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b. You shall not post private information about another person.

6. **Respecting Resource Limits.**

- a. You shall use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. Self-discovery activities are permitted during hours outside of the regular school day.
- b. You shall not download large files.

7. **Plagiarism and Copyright Infringement**

- a. You shall not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You shall respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that protected by a copyright. If a work contains language that specifies appropriate use of the work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. **Inappropriate Access to Material**

You shall not use the Minerva Central School computer network to access material that is profane or obscene (pornography), that advocates violence or discrimination towards other people.

- a. A special exception may be made for literature used to conduct pre-approved research that both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you must immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated the Acceptable Use Policy.
- c. Your Parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in the matter.

**D. Your Rights**

1. **Free Speech**

- a. Your right to free speech applies to your communication on the Internet. The Minerva Central School computer network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reason. The district shall not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. **Search and Seizure.**

- a. You should expect only limited privacy in the contents of your personal files on the

district system. The situation is similar to the rights you have in the privacy of our locker. The district owns the system just as it owns the lockers.

- b. Routine maintenance and monitoring of the Minerva Central School computer network may lead to discovery that you have violated this Policy, the student handbook, or the law. An individual search shall be conducted if there is reasonable suspicion. The investigation shall be reasonable and related to the suspected violation.
- c. Your parents have the right at any time to request to see the contents of your e-mail files.

### 3. **Due Process**

- a. The district shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Minerva Central School computer network.
- b. In the event there is a claim that you have violated the Acceptable Use Policy in your use of the Minerva Central School computer network, you shall be provided with a written notice of the suspected violation and an opportunity to present an explanation before the administration
- c. If the violation also involves a violation of other provisions of the student handbook it shall be handled in a manner described in the disciplinary code.
- d. Any violation of the district's policy and rules shall result in a loss of district access to the Minerva Central School computer network or Internet privileges.

### 4. **Limitation of Liability**

- 5. The district makes no guarantee that the functions or the services provided by or through the district system shall be error-free or without defect. The district shall not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District shall not be responsible for financial obligations arising through the unauthorized use of the system.