

SUBJECT: ACCEPTABLE USE POLICY FOR ALL VOICE, VIDEO, AND DATA SYSTEMS

This document has been developed by the District Technology Team to govern and guide in the use of all voice, video, and data systems. All equipment is District property. Information or data created or stored on the District's computers or data systems is assumed to be the responsibility of the individual whose name is assigned to the password accessed when the information was created. These systems include, but are not limited to: television monitors, satellite receivers, computers, electronic mail servers, stored digital data, Intranets, and the Internet. All users accessing the computer network should not expect nor does the District guarantee privacy for any user of the District computer network. The District reserves the right to monitor all technology resource activity and files created on or conveyed over its system as the District deems necessary. The Otselic Valley Central School District provides these resources to promote educational excellence by facilitating sharing, innovation, and communication with the support and supervision of parents, administration, teachers, and support staff.

The District's equipment is for education and/or research use only and must be used in a manner consistent with the District's goals and purposes. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Proper behavior, as it relates to the use of technology resources, is no different from proper behavior in all other aspects of Otselic Valley Central activities. All users are expected to use the technology in a responsible, polite, and ethical manner. Use of the equipment which violates any aspect of District policy, the Code of Conduct or federal, state or local laws/regulations is strictly prohibited. The intent of this document is to give an overview of user responsibility, and to outline acceptable and unacceptable use of these resources without exhaustively enumerating all such responsibilities, uses and misuses.

District policies pertaining to accessing electronic information or communications sent or received at school as well as the risks associated with Internet access appear in the Student Handbooks or similar documents and are published annually in the District newsletter. The use of the District's equipment is a privilege, not a right. With notice of policies as outlined above, any person using the District system has implicitly consented to adhere to all policies. Inappropriate use may result in disciplinary action, including suspension or cancellation of the privilege.

User Responsibility for Staff and Students

- a) Staff and students will comply with all existing School Board policies (including the Code of Conduct) as they may be interpreted to apply to technology resources.
- b) Respect the privacy of other users. Do not obtain copies, or modify files, other data or passwords belonging to other users.

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Students**SUBJECT: ACCEPTABLE USE POLICY FOR ALL VOICE, VIDEO, AND DATA SYSTEMS**

- c) Comply with legal protection provided by copyright and license to programs, data, and documents.
- d) Protect your password. You are responsible for anything done under your account(s). Sign on to systems only under your account(s).
- e) Comply with the acceptable use policies of all technology resources to which the District has access.
- f) Conserve server resources. Save only what you need. Limit network use to business and/or educational activities associated with your position at Ostelic Valley Central School District.

Acceptable

- a) Use that encourages efficient, cooperative, and creative methods to perform the user's job duties or educational tasks.
- b) Use related to instructional, administrative, and supervised extra-curricular activities.
- c) Use of District technology resources for appropriate access to voice, video, and data systems, both locally and at other sites.

Unacceptable

- a) Providing, assisting in, or gaining unauthorized or inappropriate access to the District's technology resources, including any type of voice, video, or data information server. This includes disclosing others' passwords or sharing your account(s).
- b) Activities that interfere with the ability of students/staff members to use the District's technology resources or other network connected services effectively.
- c) Distribution of any material in such a manner that might cause unnecessary or excess congestion of the voice or data networks.
- d) Use of technology resources for a commercial, political, or profit-making enterprise.
- e) Downloading, installing or using any unauthorized software or tampering with hardware on any technology system.
- f) Using the network to provide addresses, phone numbers or other personal information unless otherwise as specified in District policies/documents.

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Consequences of Improper Use

Improper or unethical use may result in disciplinary actions consistent with existing District policies. This may include revoked, limited or supervised access to District technology resources as well as referral to law enforcement agencies. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's technology resources.