

# POLICY

12/15/99  
INSTRUCTION

4526

INSTRUCTIONAL RESOURCES

**SUBJECT: COMPUTER NETWORKS**

## **ACCEPTABLE USE POLICY**

The AuSable Valley School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. Access to the Internet provides vast educational resources. With this new learning tool, students and staff must understand that they bear the responsibility of practicing proper and ethical use. Appropriate use of the Internet will significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students. This policy was developed to ensure that AuSable Valley School District Internet account users be responsible in how they access or transmit information through the Internet. The AuSable Valley School District staff has been informed of this Acceptable Use Policy and is in agreement with its provisions. Should additional questions arise, school administrators will decide what constitutes appropriate use and their decision will be final.

### **Acceptable Use**

The use of the Internet must be in support of education and research and in accordance with the educational objectives of the AuSable Valley School District. It is expected that users will employ Internet etiquette and common sense. This Acceptable Use Policy is an extension of school policies already in place which govern student expectations and behavior. The responsibilities of the users include, but are not limited to, the following:

#### **A responsible user MUST:**

1. Be aware that the use of the Internet is a privilege, not a right.
2. Be aware that inappropriate use may result in loss of privilege.
3. Use the Internet for educational purposes.
4. Use Internet accounts in support of and in consistency with the educational objectives of the District.
5. Use appropriate language.
6. Notify a system administrator of any security problem.
7. Use Internet etiquette when sending electronic mail (e-mail).
8. Be aware that e-mail is not guaranteed to be private.
9. Report any inappropriate/questionable e-mail contacts, chatrooms, websites, etc.

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**A responsible user MUST NOT:**

1. Use the Internet for any illegal purpose.
2. Violate the rules of common sense or etiquette.
3. Transmit or access any material in violation of any federal or state regulation.
4. Transmit or access threatening or obscene material or material protected by trade secret.
5. Use the Internet for any illegal activity, including violation of copyright or other laws.
6. Use vulgar or any other inappropriate language.
7. Reveal personal addresses, phone numbers or other personal information.
8. Attempt to harm or destroy District equipment or system performance.
9. Attempt to harm or destroy another person's data.
10. Knowingly attempt to upload or create computer viruses.
11. Attempt to gain access to unauthorized resources or entities.
12. Use an account owned by another user with or without his or her permission.
13. Share passwords.
14. Attempt to read, delete, copy or modify the electronic mail (e-mail) of others.
15. Use the Internet for financial or commercial gain.
16. Perform activities that interfere with the ability of students/staff members to use the District's technology resources or other network-connected services effectively.

## **Monitoring**

The AuSable Valley School District reserves the right to monitor any material placed on the computer and to monitor fileserver space in order to make determination on whether specific uses of the Internet/network are inappropriate. The building administrator, at his/her sole discretion, reserves the right to terminate the account of any user who misuses the account.

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## **No Warranties**

The AuSable Valley School District makes no warranties of any kind, whether express or implied, for the service it is providing. The AuSable Valley School District will not be responsible for any damages a user incurs. Use of any information obtained via the Internet is at the user's own risk. The AuSable Valley School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet facilities. All users need to consider the source of any information they obtain, and consider how valid that information may be.

The Internet contains sites which make it possible for students to access information that is intended for adults. Although the AuSable Valley School District has taken all responsible actions to ensure that Internet use is only for purposes consistent with the school curriculum, the District cannot prevent access to, nor identify, all areas of inappropriate materials elsewhere on the Internet. It is possible that a student could make use of computer resources for inappropriate purposes. Be aware that violation of this AUP may result in loss of privileges, disciplinary action, and/or could result in criminal prosecution.

## **REFERENCES:**

Anoka Hennepin Acceptable Use Board Policy  
Chazy Central Rural School Acceptable Use Policy  
Computer Network for Education Regulation Sample 4526-R  
Los Angeles Unified School District Acceptable Use Policy  
Mankato Area Schools District 77 Internet Guidelines  
Merced County Office of Education Internet Acceptable Use Contract  
North Country Teacher Resource Center Internet Acceptable Use Policy  
William Aberhart High School Student Network User Guidelines & Netiquette  
Plattsburgh City School District Internet Use Policy

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INSTRUCTIONAL RESOURCES

**SUBJECT: COMPUTER NETWORK - WEB POLICY**

## **District Web Site**

1. The District will establish a Web site. Material appropriate for placement on the District Web site includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the District Web site.
2. The Superintendent of Schools will designate a District WebMaster responsible for maintaining the official District Web site and monitoring all District Web activity. In coordination with the District Technology Committee, the WebMaster will develop style and content guidelines for official District and school Web materials and develop procedure for the placement and removal of such material. All official District material posted on the District Web site must be preapproved by the District WebMaster.

## **School Web Pages**

Each Building Technology Committee may designate a School WebMaster, responsible for managing the school Web site and monitoring class, teacher, student, and extracurricular Web pages. All official school material will be consistent with the District style and content guidelines and preapproved by the School WebMaster. In coordination with the Building Technology Committee, the School WebMaster will develop additional guidelines for the school Web site. If no School WebMaster is designated, then the school must work through the District WebMaster.

## **Teacher Web Pages**

Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will not be considered official material, but will be developed in a manner consistent with the District and school policies and programs.

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INSTRUCTIONAL RESOURCES

**SUBJECT: COMPUTER NETWORK - WEB POLICY (CONTINUED):**

## **Staff Web Pages**

Staff may develop Web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff Web pages will not be considered official material, but will be developed in a manner consistent with the District and school policies and programs.

Material presented on a student class activity Web site must meet the educational objectives of the class activity.

1. With the approval of a sponsor (teacher, building administrator, or School WebMaster), and subject to space limitations, students may establish personal Web pages as part of class activities. The material presented must meet the educational objectives of the class activity.
2. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Acceptable Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
3. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to (*name of school*) or the AuSable Valley School District."
4. Student Web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

## **Extracurricular Organization Web Pages**

1. With the approval of the District or School WebMaster, extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities.
2. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to (*name of school building*) or the AuSable Valley School District."

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**SUBJECT: COMPUTER NETWORK - WEB POLICY (CONTINUED):**

## **Web Page Requirements**

1. All District Acceptable Use Policy provisions will govern material placed on the Web.
2. Web pages shall not:
  - a. contain the full name, address, or phone number of students. First names or first names and the first letter of the last name may be used where appropriate.
  - b. display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
  - c. contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a Web site is within the fair use exemption.
  - d. contain the full name, address, or phone number of employees of the AuSable Valley School District without their written consent. First names or first names and the first letter of the last name may be used where appropriate.
3. Material placed on the Web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
4. Students may retain the copyright on the material they create that is posted on the Web. District employees may retain the copyright on material they create and post if appropriate under District policies.
5. All Web pages will indicate when it was last updated and the e-mail address of the person responsible for the page or an adult sponsor of a student web page.

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**WEB PAGE REQUIREMENTS (CONTINUED):**

6. All Web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
7. Users should retain a back-up copy of their Web pages.
8. All links to sites off the District's Web site will be identified as such.

**References:**

Plattsburgh City School District Web Policy  
Internet Usage Policy Template - NERIC

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INSTRUCTIONAL RESOURCES

## SUBJECT: INTERNET SAFETY POLICY

It is the intention of the AuSable Valley Central School District (1) to insure that users will not have access to inappropriate materials when using the internet, e-mail, chat rooms and other forms of direct electronic communications provided by the AuSable Valley Central School District; (2) to prevent unauthorized access and other unlawful activities by users on-line; (3) to prevent unauthorized disclosure, use and dissemination of personal identification information regarding users, and (4) to comply with the Children's Internet Protection Act. [20USC6801 and 47USC254(h)]

### DEFINITION:

1. **Child Pornography** - Any visual depiction which involves the use of a minor engaging in sexually explicit conduct; or where a depiction appears to be of a minor or has been created, adapted or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described or distributed in a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
2. **Harmful to Minors** - "Any picture, image, graphic image file or other visual depiction that takes as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political or scientific value as to minors."
3. **Inappropriate Materials** - Any material that is obscene, child pornography or harmful to minors.
4. **Obscene** - Any material or performance when, considering as a whole, predominantly appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner actual or simulated sexual acts, sexual contact, nudity, sadism, masochism, excretion or a lewd exhibition of the genitals; and that lacks serious literary, artistic, political or scientific value.
5. **Technology Protection Measures** - A specific technology that blocks or filters internet access.

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**SUBJECT: INTERNET SAFETY POLICY (CONTINUED)**

## PREVENTION OF ACCESS TO INAPPROPRIATE MATERIALS

Technology protection measures shall be used, to the extent practicable, to block or filter access to the internet, e-mail, chat rooms, and other forms of direct electronic communications by AuSable Valley Central School Districts data processing equipment. Technology protection measures shall be used for the following purposes.

1. **Safety for Minors** - To prevent access to visual depictions that are obscene, child pornography, or otherwise harmful to minors.
2. **Safety For All users** - To prevent access to visual depictions that are obscene or child pornography.
3. **Protect Confidential Information** - To prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
4. **Prevent Unauthorized Access** - To prevent unauthorized access, including "hacking", and other unlawful activities on-line.

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