

Ossining Union Free School District
COMPUTER NETWORK ACCEPTABLE USE POLICY FOR STUDENTS
O.W.L. Net (Ossining Wired for Learning Network)

REGULATION

The following rules and regulations govern the use of the District's Computer Network System (O.W.L.Net) and access to the Internet/e-mail:

I. Administration

- The Superintendent of Schools shall designate an administrator to oversee O.W.L.Net relative to instructional purposes.
- The administrator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The administrator shall be responsible for disseminating and interpreting district policy and regulations governing use of the District's Computer Network – O.W.L.Net at each school building level with all instructional network users.
- The administrator shall coordinate staff training for proper use of the network and will ensure that staff supervising students using O.W.L.Net provide similar training to their students, including providing copies of district policy and regulations governing the use of O.W.L.Net.
- The administrator will be designated to establish a process for setting up individual and class accounts, establish a District virus protection process, and maintain the hardware in accordance with the service agreement.
- All student agreements to abide by District policy and regulations, and parental consent forms shall be kept on file in the respective school building.

II. Internet Access

- Only authorized users may use District computers and O.W.L.Net. All students must complete and return the signed Acceptable Use Policy prior to having access to the District Computer Network – O.W.L.Net and the Internet/e-mail.
- Students will be provided access to O.W.L. Net, the Internet and e-mail during the school day when supervised by a teacher and computer teaching assistant.
- Students will be provided access to O.W.L. Net, the Internet and e-mail during community access hours when supervised by a computer resource teaching assistant.
- Students will be provided with an individual logon account and password.
- Students may not randomly browse the World Wide Web.
- Students are not to participate in chat rooms.
- Students may not read news groups.
- Students may not access hot mail.
- Students may not construct their own web pages using the District's computer resources.
- Students will not have access to e-mail on a regular basis. Students will be assigned an e-mail address for specific class projects only. The e-mail address will be terminated upon completion of the project.
- Students are not allowed to belong to mailing lists.
- Students will immediately inform a teacher, school employee or system administrator if they receive information which is inappropriate or makes them feel uncomfortable.
- Each respective classroom teacher and the computer teaching assistant will be required to monitor all of these activities during the use of O.W.L.Net (including access to the Internet/e-mail).

III. Acceptable Use and Conduct

- Access to O.W.L.Net (including the Internet /e-mail) is provided solely for educational purposes and research consistent with the District's mission and goals.
- Use of O.W.L.Net (including the Internet/e-mail) 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 students will be issued a logon name (individual, class, or computer station assignment) and a password. Passwords may be changed periodically.
- Students shall only use school approved software or view material on the Internet that is teacher approved or related to the District's curricula.
- E-mail will only be used for school and curriculum-related projects, and shall not be used in violation of these or any other District policies in any respect.
- Students 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.
- Students identifying a security problem on O.W.L. Net must notify the appropriate teacher or administrator. Under no circumstance should the user demonstrate the problem to anyone other than to the District official or employee being notified. Students will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students identified as a security risk or having a history of violations of District computer use guidelines may be denied access to O.W.L. Net.

IV. *Prohibited Activity and Uses*

The following is a list of prohibited activity concerning use of the District's Computer Network – O.W.L.Net (including the Internet/e-mail). Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a student'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 O.W.L.Net.
- Downloading software on the network or workstations without permission from a teacher or system administrator.
- Using the network to receive, transmit or make available to others obscene, offensive, harassing, discriminatory, violent, racist or sexually explicit material. For students, an exception may be made if the purpose of such access is to conduct research and both the teacher and the parent/guardian approve access.
- Posting chain letters or engaging in "spamming." (Spamming is sending annoying, unnecessary, or inappropriate messages to a large number of people.)
- Using O.W.L. Net to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If a student accesses inappropriate information, the user should immediately notify a teacher or system administrator to protect against a claim that the user intentionally violated the Acceptable Use Policy.
- Using inappropriate language in private messages, public messages and material posted on Web pages.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging 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 O.W.L.Net 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 assist the election of any person to any office or for the promotion of or opposition to any ballot proposition.
- Revealing personal information about the user or any other person, including information such as their personal address and telephone number.
- Using the network for sending or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software on the District's computers or O.W.L. Net without the permission of the appropriate district official or employee.
- Using District computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, computer or phone systems, or vandalize the data of another user.
- Wastefully using finite District resources.
- Using O.W.L.Net while access privileges are suspended or revoked.
- Using O.W.L.Net in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. *No Privacy Guarantee*

All users of the District's Network – O.W.L.Net should not expect, nor does the District guarantee privacy for electronic mail (e-mail) or any use of O.W.L.Net. The District reserves the right to access and view any material stored on District equipment or any material used in conjunction with O.W.L.Net.

VI. *Sanctions*

All users of the District's Network – O.W.L.Net and equipment are required to comply with the District's policy and regulations governing O.W.L.Net. Failure to comply with the policy or regulation may result in suspension of network privileges, revocation of network privileges, school suspension, Superintendent's hearing, and legal action and prosecution by the authorities.

In addition, illegal activities are strictly prohibited. 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.

VII. *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 O.W.L.Net (including Internet/e-mail) use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The District will not be responsible for any damages suffered by any user, 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 O.W.L.Net (including the Internet/e-mail).

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.

VIII. *Parent Notification and Responsibility*

The Ossining Union Free School District will notify parents about the District Network – O.W.L.Net (including the Internet/e-mail) and policies governing its use. Parents and students must sign an agreement, which will allow the student to have access to O.W.L.Net, the Internet/e-mail. Parents may request alternative activities for their child(ren) if they do not wish for their child(ren) to have access to the Internet/e-mail. Parents have the right to request the termination of their child(ren)'s individual account at any time. Notification of parents regarding the Computer Network Acceptable Use Policy for Students will be in accordance with the documents which appear as the Computer Network Acceptable Use Policy for Students (4526.1), Computer Network Acceptable Use Policy Regulation (4526.1-R), Exhibit 4526.1-E1 (Parent/Student Agreement for Use of the District Network-Secondary), Exhibit 4526.1-E2 (Parent/Student Agreement for Use of the District Network-Elementary), Exhibit 4526.1-E3 (Parent Information Brochure-Elementary) and Exhibit 4526.1-E4 (Parent Information Brochure-Secondary).

The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. Although every effort will be made to monitor and protect the students, it is difficult for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. In addition to sharing the philosophy of the District, the District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through O.W.L.Net (including the Internet). The District will provide students and parents with guidelines for student safety while using the Internet. Parents are responsible for monitoring their child(ren)'s use of the Internet at home and are encouraged to work closely with their child(ren) while they are using the Internet.

IX. Property Rights

The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs to the District and/or to BOCES, and employees, volunteers, and students in the District do not have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action. No person shall have exclusive use of District equipment unless authorized by the Superintendent.

X. Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through O.W.L.Net (including the Internet). In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator, or will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accord with the applicable provision of the disciplinary code. Employee violations of the District Acceptable Use Policy will be handled in accord with District policy.

XI. Academic Freedom, Selection of Material, Student Rights to Free Speech

Ossining School Board policies on Academic Freedom and Free Speech will govern the use of the Internet. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that which is relevant to the course objectives. Teachers will preview the Web sites to determine the appropriateness of the material contained in or accessed through the Web sites. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

XII. District Web Site

The District has established a District Web Site (<http://www.ossining.k12.ny.us>) and will continue to develop and update Web pages that will provide information about the District. An administrator will be designated as responsible for coordinating and maintaining the District Web Site. School/Class Web Pages may be established to present information about the school or class activities. The administrator will coordinate with the building principals to determine the process for maintaining each school's respective Web pages. Teachers will work with the administrator for developing and maintaining any special class Web pages. Students will be encouraged to contribute to the development of Web pages and updating the District Web Site, but must do so under the supervision of a school administrator/teacher. Material presented on student Web pages must be related to the student's educational and District activities. The District has the right to deny the posting of information and material which is not appropriate in accordance with District policy. In addition, Extracurricular/Organization Web pages may be established. The building principal will coordinate with the administrator to establish a process and criteria for the establishment and posting of material, including links to other sites. Material presented on the Organization Web pages must relate specifically to the organization's activities. P.T.A. and Community Web pages must follow the same procedure.

Adopted: November 18, 1998