

# **Riverhead Central School District**

## **District Internet Acceptable Use Policy and Terms and Conditions of Use**

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Internet access is available to students, teachers and staff in the Riverhead Central School District. We are very pleased to bring this access to Riverhead Central School District and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Riverhead Central School District by facilitating resource sharing, innovation and communication while maintaining a safe and secure computing environment.

The District Internet Acceptable Use Policy and Terms and Conditions of Use contain guidelines on the appropriate use of the District System. These guidelines along with an Integrated Internet Safety Curriculum will help students become and continue to be safe, responsible Computer and Internet Users. The District will provide students and parents with guidelines for student safety while using the Internet. The District will notify the parents about the District System and the policies governing its use. 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. It is not practically possible 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. The District does encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access on the Internet.

The following policy for acceptable use of computers, networks, and system resources, including the Internet, shall apply to all students. Any student who violates any condition of this policy is subject to disciplinary action or as specified in the *Student Handbook* and *District policy*. The Technology Department reserves the right to terminate access to system resources for any user who violates these guidelines.

Please review the following guidelines:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized staff members.)
3. Users shall not use others' system accounts or try to discover another user's password. Attempts to login to the District System as a system administrator, root or netadmin will result in cancellation of user privileges.
4. Users will not attempt to gain unauthorized access to the District System or to any other computer system through the District System or go beyond their authorized access. This includes attempting to access another person's files. These actions are considered "hacking" and are illegal, even if only for the purposes of "browsing."
5. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
6. Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a computer or network security problem, you must notify a computer lab assistant or the technology department. Do not demonstrate the problem to other users.
7. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District System entirely.
8. Users shall not use system resources for any non-instructional purpose, including, but not limited to: personal email account access (e.g. Hotmail, AOL, Yahoo, Gmail, etc.), personal instant messaging (chatting), online shopping, online gaming, or personal use of streaming media such as online radio stations, music videos or video broadcasts.

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9. Users may not install, download, copy, or distribute copyrighted materials such as software, audio/video files, graphics, and without the express written permission of the copyright owner and the permission of the Technology Department.
10. Users are prohibited from introducing unapproved files, scripts, applets and programs via Email, CDROM, DVDROM, USB Storage device or any other removable media.
11. District policies on plagiarism will govern use of material accessed through the District systems. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Teachers shall instruct students in appropriate research and citation practices.
12. Users shall not use the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy and guidelines. Users will not use the District System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, etc.
13. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or malicious code.
14. Users shall not use system resources to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state or federal laws. Violations can lead to prosecution.
15. Users shall not use system resources to purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. The District provides filtering mechanisms to help prevent accidental access to such materials as defined under 47 U.S.C. 254 (Children's Internet Protection Act of 2000). However, in the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher, Computer Lab Assistant, or building administrator. Repeated visits to inappropriate sites will elicit a warning. Further attempts will result in a loss of internet privileges. A supervising teacher, or Computer Lab Assistant may disable the filtering mechanism, during use by a student, to enable access for bona fide research or other lawful purpose.
16. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
17. Users shall not remove technology equipment (hardware or software) from its location without written permission.
18. Users shall not use system resources to distribute or provide personal information or addresses that others may use inappropriately.
19. Users should be aware that electronic mail (email) and all other files stored on Riverhead Central School District's network are the property of Riverhead Central School District.
20. Routine maintenance and monitoring of the District system may lend to discovery that a user has or is violating the District Internet Acceptable Use Policy and Terms and Conditions of Use, the disciplinary code, or the law. An individual search may be conducted if there is reasonable suspicion that a user has violated the District Internet Acceptable Use Policy and Terms and Conditions of Use, the disciplinary code or the law. The Riverhead Central Schools District reserves the right to access and view any material stored on the School District's equipment or any material used in conjunction with the District system.
21. In the event there is an allegation that a student has violated the District Internet Acceptable Use Policy and Terms and Conditions of Use, the student will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code.

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The terms and conditions of the "District Internet Acceptable Use Policy and Terms and Conditions of Use" reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. The terms and conditions of the "District Internet Acceptable Use Policy and Terms and Conditions of Use" shall be governed and is interpreted in accordance with the laws of the State of New York and the United States of America.

**USER AGREEMENT:** I understand and will abide by the DISTRICT INTERNET ACCEPTABLE USE POLICY AND TERMS AND CONDITIONS OF USE. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

**This agreement must be signed to allow student access to the Internet through the District System.**

### Student Account Agreement

Student ID \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

I have read the "District Internet Acceptable Use Policy and Terms and Conditions of Use". I agree to follow the rules contained in the "District Internet Acceptable Use Policy and Terms and Conditions of Use". I understand that if I violate the rules, access to the Internet and/or District System can be terminated and I may face other disciplinary measures.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Parent or Guardian Section

I have read the "District Internet Acceptable Use Policy and Terms and Conditions of Use" and I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District System, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the "District Internet Acceptable Use Policy and Terms and Conditions of Use". I will emphasize to my child the importance of following the guidelines set forth in this agreement.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_