

Acceptable Use Policy

Canaseraga Central School



Updated August 2014

CCS Student Computer, Network, Internet, & iPad Acceptable Use Policy

Dear Parents and Students,

We are very excited to let you know about exciting technology opportunities CCS students will have in a variety of grade levels and classes this year! We will be using numerous web-based programs and technology platforms. This includes desktops, laptops, & iPads. The focus of this initiative is to provide tools and resources to the 21st Century Learner. Canaseraga Central School has set a technology goal to empower our students by maximizing their full potential and preparing them to be **College and Career Ready**. Students will be allowed to use these tools in the classroom after returning this required agreement. Students will be expected to follow the attached updated Acceptable Use Policy for the district's computer network and the Internet. Students and parents should be aware that technology provided by the district will be monitored and the contents can be viewed at any time. Due to ever changing technology, Canaseraga Central School reserves the rights to modify the terms of this AUP at any given time. Revisions can be found on the district website.

Terms and Conditions of the Technology and Internet Acceptable Use Policy

The Canaseraga Central School network provides access to a wealth of technological resources for the educational advancement of the Canaseraga community. All members of the community are expected to act in a responsible manner when using these resources, just as they would in any aspect of their daily conduct at Canaseraga Central School. Our Code of Conduct sets the standard for behavior of all members of the Canaseraga Central School—students, faculty, administrators, staff, alumni, and parents. These codes are not meant to be a system of rules and regulations, but rather a guide for living an ethical life. A true understanding of the codes informs all aspects of our lives, and so they should be at the core of good decision making whether we are in school or away from school.

Technology has an ever-changing landscape, and new resources present themselves continually. When we engage in the use of Canaseraga Central School's network, the moral and ethical standards established by the Code of Conduct guide us in its appropriate use, rather than the capabilities or potential applications of the software, computing tools, and devices that we may use. In the online environment, our actions reach far beyond the walls of Canaseraga Central School, and the consequences of these actions may have far-reaching effects.

Scope

This policy applies to all members of the Canaseraga community—students, faculty, administrators, staff, alumni, parents, volunteers, adjuncts, coaches, and others—who access Canaseraga Central School's network using school owned or personally owned equipment, including wireless devices.

A. Expectations

1. Access to the Canaseraga's network is a privilege intended to facilitate education, school-related communication, research, and other school business. CCS reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
2. All users are responsible for appropriate use of the Canaseraga Central School's technological resources, which include the computer network, computer labs, hardware peripherals, iPads, audio-visual systems, digital boards, communication systems, databases, etc.

3. All computers and personal electronic devices owned by individual members of the community and used on school grounds are subject to this policy.
4. Illegal activities utilizing the Canaseraga Central School network—such as drug or alcohol related activities; threatening the safety of another; vandalism; libel; gambling; promoting a pyramid scheme; distributing obscenities; receiving, transmitting, or possessing child pornography; infringing copyrights; making threats—are strictly forbidden and may be reported to the authorities.

B. Good Network Citizenship

All users should practice acceptable online etiquette, including but not limited to:

1. Be polite and use appropriate language in written and voice communication.
2. Use the network, computer systems, and communication tools in constructive ways.
 - a) Only use computers/iPads, other electronic hardware, file systems, and network resources that are authorized for your use. When in doubt, ask permission first.
 - b) Do not be disruptive to others or discriminatory in any way.
 - c) Do not attempt to tamper with the equipment or subvert or impair the operations of the network.
 - d) Access only appropriate material(s). Do not transmit or attempt to access offensive or obscene material.
3. Use legally obtained software only.
4. ***Use your own login and credentials and not another's.*** Do not misrepresent yourself online. Respect the privacy of other people's files and email.
5. Use of a computer or communication tool to harass or threaten another clearly violates this policy.
6. Respect academic rules regarding proper documentation and potential plagiarism concerns. When in doubt, consult a teacher or librarian.

C. Responsible Use of the Canaseraga Central Network

1. Online entertainment activities such as video game playing, video and audio streaming, and instant messaging compete with academic uses of network resources and are prohibited on school or personally owned equipment in the libraries, computer labs, and classrooms **without teacher permission.**
2. Users will respect all copyright, trademark, and other laws governing intellectual property. No software may be installed, copied, or used on School equipment except as permitted by law. All software license provisions must be strictly adhered to.

D. Electronic Communications

1. The contents of any electronic communications, including email, instant messaging, blogs, wikis, and social networking sites should be composed with utmost care. Because many of these tools occupy online public spaces, the potential to bring harm to oneself, to others, and to CCS must be recognized, as recipients may forward messages to locations where there is no control over future dissemination. Please respect the rules and regulations required of any communication representing The Canaseraga Central School in the electronic environment.
2. CCS reserves the right to review network usage and access data files, email, voicemail, and other communications utilizing the Canaseraga Central School network. Accordingly, members of the

Canaseraga Central School community should have no expectation of privacy with respect to any such usage, files, or communications.

3. All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and avoid violating or infringing the intellectual property rights of others.

E. Safety

1. In the interest of safety, all users are instructed never to divulge personal information (address, phone number, Social Security number, photographs, etc.) over the Internet to anyone they do not know.
2. Users should keep their passwords secure and never share passwords with others.
3. Using online resources to threaten, intimidate, or harass an individual or group will not be tolerated and will be subject to disciplinary action that might lead to dismissal.
4. Using electronic communication tools to invade an individual's privacy, harass an individual, or offend an individual could result in criminal and/or civil action.
5. We recognize that social media is a way that students connect with the global community and that it can be used for instruction. Normal school rules of etiquette and conduct spelled out in the student handbook apply to student social media use, including rules applying to bullying and harassment.

F. Damages

1. In the event that technology is damaged due to negligence, acts of vandalism or stolen, parents/guardians are responsible to pay for damages in the same way they would be responsible for lost, stolen or damaged textbooks or other instructional materials.

Please keep this copy in a safe place for your records.

REQUIRED SIGNATURES (updated August 2014)
Please sign and return this page YOUR HOMEROOM TEACHER.

Parent signature is required for all students; however student signature is not required for grades PK-3. Beginning in the 2014-2015 school year, this AUP will be binding for the duration of the students' attendance at CCS. Upon entering 4th Grade, the student will be required to resubmit this form with a parent and student signature.

STUDENT-USER: I understand that before I am allowed to use school technology (computers/iPads) or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other students' work, taking care of the technology hardware and software and reporting anything that may go wrong on the computer to a teacher or administrator. I agree that it is ultimately my responsibility to make good choices when I use the technology at CCS. Should I commit any violation or in any way misuse my access to the Canaseraga Central School's computer network and the Internet, I understand and agree that my privilege may be revoked and disciplinary action may be taken against me.

STUDENT:

Student's Name (print)	Signature	Grade
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PARENT / GUARDIAN AGREEMENT: As the parent or guardian of this student, I have read, understand and agree that my child shall comply with the terms of Canaseraga Central School's AUP for the students' access to the school's computer network and the Internet. I hereby give permission for my child to use the computer/iPad and the building-approved account to access the computer network and the Internet.

PARENT/GUARDIAN:

Parent's Name/ (print) Guardian	Signature	Date
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