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INSTRUCTION

STUDENTS – ACCEPTABLE USE OF COMPUTER SYSTEMS

Union-Endicott Central School District

ACCEPTABLE USE POLICY INDEPENDENT USER APPLICATION FOR COMPUTER USAGE

User's Name: (please print) _____

Home Address: _____

Primary Phone: _____ Teacher/Period: _____

Status: (please check appropriate box and complete the formation)

Student: Grade _____ Age _____
Date of Graduation _____
(High School only)
School _____

Teacher: Subject/Grade _____
School _____
Work Phone _____

Staff Member: Position _____
Building _____
Work Phone _____

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Union-Endicott Central School District Computer Systems Account Contract Terms and Conditions for Systems Use

Please read all parts of this document. It is legally binding.

Access to Union-Endicott Central School District's computer network will be provided to students and staff pursuant to the conditions in this Acceptable Use Policy. The Union-Endicott Central School District's computers and computer system are intended for official educational use only, and may not be used for commercial or personal purposes.

Use of the District's computers and computer system is governed by this policy. Copies of the policy are available in the Superintendent's Office and the Public Information Office. This policy is codified as BOE Policies 6115, 8271 and 8272.

By using the Union-Endicott District's computers or computer system, all users agree to the terms and conditions stated in the Acceptable Use Policy. Data or information transmitted or stored in the District's computers or computer system is not private and the District reserves the right to access such data or information at any time. Appropriateness of electronic communication or other computer files may be reviewed and removed if warranted by appropriate personnel. Unauthorized use of the District's computers or computer system may subject the user to disciplinary and /or criminal penalties. Terms of the Acceptable Use Policy must be accepted each time a student or staff member logs on, by reading the information located on the notice screen and clicking the "*I accept*" button.

The terms and conditions of Internet use by staff and students of the Union-Endicott School District include:

1. Content Filtering:

Computers and computer systems in the district shall only be used by a staff member or student if the computer has appropriate filtering software. The filtering software is designed to prohibit access to World Wide Web sites which encourage violence, hatred, racial superiority, pornography & gambling. The filtering software is designed to block sites that are harmful to students and staff in words or images or that may negatively impact the network. This includes images or language determined to be inappropriate by the filtering product used in the district.

2. Acceptable Use:

Computers and computer systems are provided for educational and research objectives; use will be consistent with the objectives and policy of the Union-Endicott School District. Educational research, supervised classroom activities and high quality professional development are appropriate uses. Inappropriate use includes, but is not limited to, commercial use, solicitation, threatening or obscene material, proselytizing or political special interest lobbying.

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3. System Security:

Each computer user is responsible for his/her own individual account and must take all reasonable precautions to prevent unauthorized use. Network accounts are to be used only by the authorized owner of the account for authorized purposes. Unauthorized sharing of confidential information on students or employees is not permitted. Use of other networks or computer resources outside of our district must comply with the rules for that network. Unless specifically authorized by the Computer Services Department, workers must not acquire, possess, trade, or use hardware or software tools that could be employed to evaluate or compromise information systems security.

Computer users must immediately notify a network system administrator if they have identified a possible security issue. Transmission of any materials in violation of any federal or state regulation is prohibited. Computer users attempting to login as a system administrator or individuals identified as a security risk will be denied access to on-line computer services and will receive appropriate disciplinary action.

4. Prohibited Conduct:

A. Accessing, downloading or transmitting any information with the intent to encourage violence, destruction of property, pornography, illegal drugs or alcohol.

B. Accessing, downloading or transmitting any information with the intent to encourage violence or hatred against individuals or groups.

C. Accessing, downloading or transmitting any information with the intent to encourage superiority of one race, ethnic or religious group over another.

D. Transmitting personal information.

E. Downloading or using non-licensed software on the district's computers.

F. Using online communication tools, including but not limited to, instant messenger email services, blogs, wikis, or entering a chat room for a specific classroom related project without the expressly stated permission of the building administrator.

G. Disabling or bypassing, any filtering software.

H. Disrupting the operation of the network within the school district or any network connected to the district.

I. Sending or displaying obscene or offensive messages, images or pictures.

J. Using inappropriate language that is defined as profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful.

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5. Responsibility:

Union-Endicott and BOCES make no warranties of any kind, whether expressed or implied for the services provided. The school district is not responsible for failures in system operations or technical malfunctions of the filtering software. The Internet contains a wealth of information but not all of it is accurate, reliable, and suitable for students and staff. Students and staff members are advised to use the Internet cautiously and are encouraged to evaluate the information obtained in regard to accuracy and quality. No filtering software can block all objectionable sites. Union-Endicott and BOCES deny any responsibility for accuracy or quality of information obtained over the Internet. Neither Union-Endicott nor BOCES is responsible for damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, user errors, or omissions.

6. Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy data of another user, computer, or network. This includes, but is not limited to, up-loading or creating computer viruses, damaging computers or computer networks, and/or trespassing into others' folders, work or files. Vandalism will result in the cancellation of computer privileges and /or disciplinary action.

7. Plagiarism:

Plagiarism is taking the ideas and words of someone else and claiming them as your own. Rules for properly crediting research sources apply for the Internet and other on-line computer networks, as they do for traditional printed material. Copyrights will be followed and no unauthorized duplication of printed materials and pictures will be allowed. Users are to document all internet sources when they are used for research.

8. Updating Your User Information:

The system administrator may occasionally require new registration and account information from you to continue the service. Applicants must notify the system administrator of any changes in their account information.

9. Extent of Terms and Conditions:

All terms and conditions as stated in this document are applicable to the Union-Endicott Central School District and BOCES. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New York and the United States of America.

Student users in violation of any of the above terms will be afforded due process through the procedures established in the Student Code of Conduct.

Staff users in violation of any of the above terms will be afforded due process through the process identified in the negotiated bargaining agreements.

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Signature Page

STAFF MEMBER/STUDENT

(All users must sign.)

I understand and will abide by the Terms and Conditions for using the District's computers and computer systems for local and internet access. I further understand that any violation of the regulations stated in this agreement may subject me to disciplinary and / or criminal penalties. Should I commit any violation, my access privileges may be revoked and school disciplinary action, and/or any other appropriate legal action may be taken.

User

Signature: _____

Date: _____ / _____ / _____

PARENT OR GUARDIAN

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian I have read the Terms and Conditions for computer systems use. I understand access to the District's computers and computer systems is designed for educational purposes and reasonable precautions have been taken to reduce exposure to inappropriate or controversial material. However, I recognize it is impossible to restrict access to all inappropriate or controversial materials on the Internet, and I will not hold Union-Endicott or BOCES responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (Please print): _____

Signature: _____

Date: _____ / _____ / _____