

STILLWATER CENTRAL SCHOOL DISTRICT

COMPUTER ACCEPTABLE USE POLICY, JULY 1, 2009 - JUNE 30, 2010

PURPOSE

Computer usage and access to district resources both internal and external including the World Wide Web are the result of a collaborative effort of Stillwater staff and the WSWHEBOCES co-operative (internet service provider). The goal is to provide safe access to digital resources and to encourage our students to be responsible digital citizens.

Access to any computer resource in the Stillwater School District is **a revocable privilege**. Access requires the use of a district user account and a signed computer acceptable use policy, acknowledging the expected user conduct, and consequences of violations of these policies. **All network activity, internal or on the web, is monitored and recorded for the protection of district personnel and resources.**

AS AUTHORIZED USERS STUDENTS AND STAFF HAVE ACCESS TO:

1. Electronic mail (students have internal email only, staff have worldwide communication available) (all email transmissions are centrally archived and retrievable)
2. Internal network shared resources, not limited to, but may include: a public drive, home folder, network applications, and district approved educational software
3. Internet browsing—monitored and filtered (all user connections are recorded and retrievable)

RESPONSIBILITIES (NET ETIQUETTE)

ALL AUTHORIZED USERS WILL:

- Use district resources responsibly
- Maintain confidentiality of their username and password
- Protect privacy of other users' electronic data
- Refrain from breaching network security, destroying or rendering equipment in-operable or otherwise hacking or vandalizing district resources and will report intentional/unauthorized attempts to do so
- Use appropriate language (avoiding use of vulgarities and/or cyber-bullying)
- Avoid forwarding of inappropriate materials to others
- Use computer for **educational, school related matters** only
- Protect the network from viruses by scanning documents before introducing them into the network
- Will respect others' intellectual property and refrain from plagiarizing
- Work within the confines of the internet web filter device
- Post only web content that positively reflects district goals and culture
- Obtain permission to use non-district digital resources (data storage devices are acceptable)

IN ADDITION NO STUDENT WILL ATTEMPT ACCESS OR USE OF:

- Internet games or computer games
- Internet streaming music
- Instant messaging software
- Any computer/internet resources in class **unless** given explicit permission to do so
- Proxy sites

ENFORCEMENT /CONSEQUENCES

Any violation of the above responsibilities is reportable by any staff member. If confirmed, it will result in a request to have the system administration deny, revoke or suspend your district user account access for a period of time determined by district administration. Consequences may include suspension of internet access. If suspension occurs a mandatory review of the Computer Acceptable Use Policy is required before permissions will be reinstated. All resulting consequences deemed necessary by staff are final.

SIGNATURE OF UNDERSTANDING

I have read and understand the Stillwater Central School Computer Acceptable Use Policy. I will abide by the Computer Acceptable Use Policy. I further understand that any violation of the regulations of the policy will cause suspension of my privileges in accordance with the discipline process of the school district. I understand that school disciplinary and/or legal action may be taken.

In consideration for the privilege of using the Stillwater Central School network to access the Internet and internal resources, I hereby release and agree to indemnify and hold harmless Stillwater Central School District from any and all claims or damages arising from my access or use of the network.

STUDENT NAME (PRINT) _____ **CURRENT GRADE** _____

STUDENT SIGNATURE _____ **DATE** _____

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

This form must be returned on an annual basis to the Stillwater Central School District before your son/daughter will be able to utilize the Internet and the school network.

**Photo/Video Consent Form
2009-2010**

Please complete this form and return to your child's homeroom teacher as soon as possible.

At various times throughout the school year students may be photographed/videotaped in classrooms, at special programs, or involved in various activities. Pictures or videotapes may be used for orienting new parents to our school; for sharing special programs or projects with the school community; or informing others, outside of our school, about our programs. Individual children are not identified in any photos or videos released to the public.

Please indicate below your preference concerning your child.

CHILD'S NAME: _____

____ I agree to allow my child to be photographed/videotaped in class or involved with various activities at Stillwater CSD.

____ I prefer my child not be photographed/videotaped while at school.

PARENT'S SIGNATURE

DATE

PLEASE RETURN THIS COPY.

A COPY OF THIS DOCUMENT IS AVAILABLE FOR YOUR REFERENCE ON THE SCSD WEBSITE