

Acceptable Use Policy

LaFargeville Central School

Mission

Our mission for technology at L.C.S. is to infuse it into our daily operations of classrooms and offices to promote high quality technological resources in an equitable, efficient and cost-effective manner. Such technology includes and is not limited to electronic mail, the Internet and the Local Area Network.

Purpose

LaFargeville Central School believes these technological resources offer vast, diverse and unique opportunities to students, staff and community members. The benefit of being connected to the Internet is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers and community members. It brings information, data images and computer software into the classroom from places around the globe, and it does this almost instantaneously.

While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system, which contains pockets of material that many people would disapprove of and keep away from children. LaFargeville Central School will make every effort to prevent your son's/daughter's access to inappropriate materials on the Internet, but we cannot guarantee that he/she will not encounter text, pictures or references that are objectionable. An Internet filtering system known as "XStop" is installed on all computers at L.C.S. This filtering system assists in blocking out inappropriate Internet sites. We ask for your assistance in developing responsible attitudes, reinforcing appropriate behaviors and observing security practices on the network.

Network Responsibilities

The Local Area Network as well as the Wide Area Network-Internet is a complex network of computers set up at LaFargeville Central School. The smooth operation of this network relies upon proper conduct of the users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire on these networks. In general this requires efficient, ethical and legal utilization of the network resources. If a LaFargeville Central user violates any of these provisions, his or her account will be terminated and future access could be denied.

Acceptable Use

- ◆ Use of equipment or information networks for inappropriate, illegal, obscene or sexual harassment purposes is prohibited.
- ◆ The use of district's equipment for commercial purposes, or for individual profit or gain, or unauthorized access to databanks is prohibited.
- ◆ The use of equipment for private business advertisement or political lobbying is prohibited.
- ◆ Transmission of any material in violation of any United States or state regulation is prohibited.

Privileges

- ◆ Use of the Local Area Network and the Internet is a privilege not a right, and inappropriate use will result in cancellation of the privilege.
- ◆ All recipients of accounts must participate in training pertaining to the proper use of the network that they are using.

- ◆ Students will be permitted to use networks provided there is proper supervision maintained by a staff member.
- ◆ Staff members will be permitted to use networks after they have been trained in proper use of the network.
- ◆ Community members may use the network provided authorization is obtained from the administration and all appropriate costs are paid by the user.
- ◆ District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited. The District Superintendent shall remain the final authority on the issuance of user accounts and on use of networks.

Internet Safety

- ◆ Users of the LCS network are expected to abide by the generally accepted rules of network etiquette and Internet Safety. These include (but are not limited to) the following;

Personal Information and Inappropriate Content

- ◆ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- ◆ Do not reveal your personal address, phone number and credit card number or those of students or colleagues.
- ◆ Note that electronic mail (e-mail) is not guaranteed to be private. Personnel who manage the network do have access to all e-mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- ◆ No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- ◆ If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

- ◆ Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.
- ◆ Do not use the network in such a way that you would disrupt its use by other users.
- ◆ All communications and information accessible via the network should be assumed NOT to be private property.
- ◆ Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- ◆ Any actions to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited. This includes the use of proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- ◆ E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution fall within the "Fair Use Doctrine of the United States Copyright Law" (Title 17, USC), and content is cited appropriately.

Commercial Services

Commercial services are available on the Internet. If you choose to access these services, you are liable for any cost that may be incurred.

Security Issues

- ◆ Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Local Area Network or the Internet, you must notify the administration or the computer coordinator. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges.
- ◆ Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the networks.
- ◆ The District's online network accounts shall be used only by the authorized staff listed and approved by the District Superintendent. Account users are ultimately responsible for all activity under their individual accounts.
- ◆ Prudent use of the District's finite resources and shared technological resources is expected. Users may not intentionally write, produce, generate, copy, propagate or attempt to introduce any computer code to self-replicate, damage or otherwise hinder the performance of any computers memory, file system or software.
- ◆ Staff who leave the employ of the district and students who graduate may not maintain a network account or have access to district equipment.

Vandalism

- ◆ Vandalism will result in cancellation of privileges.
- ◆ Any equipment or software that needs to be repaired or replaced due to vandalism will be paid for by the person or persons who caused such damage.
- ◆ Vandalism is defined as any malicious attempt to harm or destroy data of another user or equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

Wireless Access

LaFargeville Central School has wireless networking access available in some locations in the District.

- ◆ Wireless connections provide access to most of the same services as cabled network ports, although performance may be slower, particularly for certain high-bandwidth services such as streaming video. Wireless networks also introduce certain challenges that are unseen or not as prevalent with cabled networks. These require us to adjust our network practices and access policies in order to ensure high quality secured services.
- ◆ All general policies contained within the current Acceptable Use Policy for LaFargeville Central School apply to the LaFargeville Central School wireless network users.
- ◆ Computer user devices (e.g., computers, PDAs) connecting to the LCS network by any means can do so only to provide the end user with access to existing information or with the means to

communicate new information via e-mail, web, etc. End users are not permitted use of devices to provide unauthorized services or as gateways to provide alternative means of access to LCS Network.

- ◆ Only the Computer Department is authorized to attach wireless hubs or switches (commonly known as Access Points or AP's) to the district's cabled network. Under no circumstances may personally owned AP's or similar devices be connected to open cabled network ports anywhere in the district.
- ◆ Wireless users will need to register their wireless network interface device addresses (MAC address) before being allowed to connect to the wireless network. Network Administrators will setup the device so that it will access the LCS wireless network.
- ◆ A list will be kept on file in the Computer Department of all wireless network interface device addresses (MAC address) and the user of such device.

Acknowledgment of Responsibilities

When a user accesses the network at LaFargeville Central School by typing in their name and password and then clicking the button, CONTINUE, they are agreeing to abide by the LaFargeville Central School's Electronic Technology Guidelines and Policy.