

## **CAMBRIDGE CENTRAL SCHOOLS STUDENT ACCEPTABLE USE POLICY**

The purpose of technology and the internet is to provide access to unique resources. Our goal in providing this service to students is to promote educational excellence within the Cambridge Central School District by facilitating resource sharing and innovation. The use of the computer network is a privilege, not a right. The school's information technology resources, including email and Internet access, are provided for educational purposes only. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. The administration, faculty and staff of the Cambridge Central School District may deny, revoke or suspend specific user accounts and/or access. Adherence to the following policy is necessary for continued access to the school's technological resources.

### **ACCEPTABLE USES:**

- All use of the internet must be in support of educationally related inquiry.
- Network User ID's are ONLY to be used by the authorized owner of the account.
- All use of messaging software, including e-mail, must be in support of educationally related inquiry.
- Only school-provided devices may be connected to the internet.

### **STUDENTS MUST:**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Do not reveal your full name, phone number or home address, or those of other persons when using the Internet. Disclosure or dissemination of personal information regarding minors is strictly prohibited.
  - Use only real names. Impersonation or use of pseudonyms is not allowed.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
  - Refrain from degrading or disrupting equipment, software or system performance, creating inappropriate documents or other digital content and accessing or processing pornographic materials, inappropriate text files or files dangerous to the integrity of the network.
  - Refrain from bypassing or attempting to bypass security measures or software the District has in place including but not limited to, internet content filtering, desktop security and anti-virus software.
  - Users shall not use the network for financial or commercial gain or illegal activities or political lobbying.
3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (no making illegal copies of music, games, or movies!).
  - Not plagiarize.

4. Respect and practice the principles of community.
  - o Communicate only in ways that are kind and respectful. Bullying and/or cyber bullying is strictly prohibited.
  - o Users shall refrain from using profanity, obscenity or language that may be offensive to another user.
  - o Report threatening or discomfoting materials to a teacher.
  - o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - o Not send spam, chain letters, or other mass unsolicited mailings.
  - o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Students may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission, provided such use is for educational purposes.
3. Install or download software, if in conformity with laws and licenses, and at the request and under the supervision of a teacher.
4. Use the resources for any educational purpose.

**CONSEQUENCES FOR VIOLATION:**

Students using the District's computer network and equipment are required to comply with the District's policy and regulations governing the District's computer network both on and off campus. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges. Cambridge Central School will filter all e-mail for threatening or abusive language. The offending e-mail message will then be forwarded to the school's administration for disciplinary action.

This agreement shall serve to protect actions and computer usage that may occur off campus, but have a nexus to the school community that substantially disrupts the work and discipline of the school and places a profound and significant on students within the District. This shall not serve to suppress individuality or personal viewpoints, but simply to protect the safety of students and the sound educational environment the District proudly upholds.

Additionally, illegal activities are strongly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited.

**SUPERVISION AND MONITORING:**

The Cambridge Central School District reserves the right to monitor users' online activities and to access, review, copy and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of

District property, network and/or Internet access or files, including e-mail. School and network administrators and their authorized employees shall frequently monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy and may deny, revoke, or suspend specific user accounts and/or access if found to be in violation.

### **GOOGLE APPS FOR EDUCATION ACCOUNTS:**

Cambridge Central School will be providing Google Apps for Education accounts for students in grades 4-12 to allow for collaborative sharing and communication among faculty and students. These accounts will be used for school related projects. The rules governing proper electronic communications by students shall also be applicable to any student's use of Google Apps for Education. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps for Education.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software) along with an e-mail account on or off campus, which is an important educational goal for students to help prepare them for the workforce or college which require proficiency in this type of technology.

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Cambridge Central School District. The District reserves the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law, the District's Acceptable Use Policy, or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

Cambridge Central School cannot and does not guarantee the security of electronic files located on Google systems. Although Google has a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. Students are also responsible for keeping their accounts secure by not sharing their passwords, or allowing the use of their account by anyone else.

The Cambridge School administration reserves the right to access and review all content in the Google Apps for Education system at any time, including any and all student or adult use of such system.

### **DISCLAIMER:**

The Cambridge Central School District makes no guarantee about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Cambridge Central School District, its affiliates, or employees. Accordingly, anonymity is NOT allowed. As an educational institution, we believe that individuals must take responsibility for their actions and words.

The Cambridge Central School District makes no warranties of any kind, either expressed or implied, for the internet access it is providing. The school is not responsible for:

1. Any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service;
2. The accuracy, nature or quality of information stored on school diskettes, hard drives or servers or gathered through school-provided Internet access;
3. Personal property used to access school computers or networks or for school-provided Internet access; or
4. Unauthorized financial obligations resulting from school-provided access to the Internet.

**The individual in whose name a system account is issued will be responsible at all times for its proper use. Thus, users have full responsibility for the use of their account. All violations of this policy will be treated as the sole responsibility of the owner of the account. Any violation of this policy must be reported to school administrators.**

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

Date: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Parent or Guardian's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent or Guardian's Signature: \_\_\_\_\_

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.**

**THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.**