

Students

SUBJECT: TECHNOLOGY SERVICES, EQUIPMENT & USE POLICY

To promote educational excellence in district schools, the Board of Education recognizes the need to provide access to computers and other electronic communications equipment for staff and students. Access to computer networks, including the Internet, facilitates resource sharing, innovation, collaboration and communication.

The Board of Education encourages computer use as an integral part of the curriculum. It is the user's responsibility to access the Internet in support of education and academic research consistent with the educational objectives of the School District.

Electronic communication services and equipment includes electronic mail, internet access, computer hardware and software, computer systems, printers, scanners, copiers, facsimiles, telephone systems, computer networks, on-line services, computer files, digital cameras, video equipment and recordings, tape recorders and recordings, and cellular phones.

All technology services and equipment of the Canajoharie Central School District, including all messages transmitted or stored by them, are the sole property of the School District. Equipment is solely for the educational and business purposes of the School District. Any unauthorized use is prohibited. Such unauthorized use includes, but is not limited to:

- Accessing, posting, or downloading pornographic material;
- Computer "hacking" and other related activities;
- Attempting to disable or compromise School District computer systems or networks including technology protection measures taken by the School District;
- Attempting to access another student or employee's files;
- Forging electronic mail messages; and
- Any other illegal or improper purpose.

The creation or forwarding of offensive, demeaning, discriminatory or disruptive messages is also prohibited. This includes, but is not limited to, messages that are inconsistent with School District policies including the policies prohibiting sexual harassment and all other forms of harassment and bullying.

Students

SUBJECT: TECHNOLOGY SERVICES, EQUIPMENT & USE POLICY (con't)

The School District reserves the right, at any time, to access, review and monitor the use of electronic communication services, equipment and usage, as well as the data that is stored or transmitted. Students should have no expectation of privacy or confidentiality while utilizing these services and equipment. When an individual leaves the School District, (s)he is expected to return his/her equipment in good working condition.

In accordance with the requirements of the federal Children's Internet Protection Act, the School District shall maintain technology protection measures which will protect against and filter internet access to visual depictions that are obscene, child pornography or which would be harmful to minors if viewed by minors. These technology protection measures may be disabled for adults engaging in legitimate research or other school purposes.

The Canajoharie Central School District is also committed to student safety. The Board is aware that some parents might have concerns regarding the Internet and the placement of information about or pictures of their children on the web site. In light of those concerns, the District will not place any information about a child on the District's web site without first obtaining parental consent. Parents may refuse to permit their child's name and image from being used on the District's website, may consent to his/her name but not his/her image being used, or may consent to both their child's name and image being used on the District website.

The School District prohibits reproduction or use of software or related documentation in violation of the license granted by the developer. Usually, software may not be copied or installed on more than one computer. Students who make, acquire or use unauthorized copies of such items are subject to discipline as well as civil penalties under the U.S. Copyright laws.

Any student who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline pursuant to the School District's Code of Conduct and Education Law section 3214.

The School District reserves the right to change this policy and accompanying regulations at any time as may be required under the circumstances.

The Superintendent of Schools is directed to establish the appropriate regulations and procedures to effectively implement this policy.

Students

SUBJECT: TECHNOLOGY SERVICES, EQUIPMENT & USE POLICY (con't)**School District Regulations for Computer Use, E-Mail and Internet Usage**

These regulations and procedures are established pursuant to the Canajoharie Central School District's Technology Services, Equipment and Use policy.

The School District reserves the right to monitor all student e-mail and Internet access at any time. Any unauthorized use is prohibited. Examples of reasons for School District monitoring include, but are not limited to: compliance with the federal Children's Internet Protection Act, system maintenance or repairs, investigation of an alleged breach of security of the computer system, any alleged violations of School District policy or in response to law enforcement requests. No rights of privacy from use of School District computers are intended nor should they be expected by any user, including all students.

ACCEPTABLE USE

The Canajoharie School District maintains a computer network with access to e-mail and the Internet. This system is provided by the School District for educational and academic research purposes, professional development, communication and publication consistent with the School District's mission and goals.

Use of the School District's computer network is a privilege, not a right. Inappropriate usage will result in the suspension or revocation of that privilege pending a review by the appropriate administrator.

Students whose accounts are denied, suspended or revoked have the right to request a written statement justifying the actions taken by the system administrator. They may also submit a written appeal to the appropriate building administrator and request a meeting with the principal, the student, parent or guardian (if under 18 years of age) and any other involved staff.

E-MAIL

The School District maintains an electronic mail system. This system is provided by the School District for educational and academic research purposes, professional development, communication and publication consistent with the School District's mission and goals.

Students

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1. The School District insists that all users follow the highest ethical standards when utilizing the electronic mail system. E-mail is for school business use only and never for correspondence such as personal communication, junk mailings, chain letters, solicitations, harassment, etc. The School District reserves the right to monitor e-mail at any given time without notice. Any violation in this policy may be subject to disciplinary action.
2. The electronic mail system hardware is School District property. Additionally, all messages composed, sent, forwarded or received on the electronic mail system are and remain the property of the School District. The messages are not the private property of the sender or the recipient.
3. The use of the electronic mail system may not be used for personal business.
4. The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non school-related solicitations.
5. The electronic mail system shall not be used to create, send or forward any offensive or disruptive messages. Among those messages which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
6. The electronic mail system shall not be used to send (upload), receive (download) or forward any copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
7. The School District reserves and intends to exercise the right to review, audit, intercept, access and disclose any and all messages created, received, forwarded or sent over the electronic mail system.
8. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the School District or they are invalid and cannot be used. All passwords are maintained by the System Administrator and may be used by the System Administrator for maintaining, auditing and investigating the system and its usage.

Students

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9. Notwithstanding the School District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other individuals and accessed only by the intended recipient. E-mail users are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the School District.
10. Users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Users shall not attempt to gain access to another user's messages without the latter's permission. All computer pass codes must be provided to the System Administrator. No pass code may be used that is unknown to the School District.
11. Any student who discovers a violation of this policy shall notify the Principal or his/her designee.
12. Any stored messages, documents, files or record of use may be accessed through the Freedom of Information Law or subpoena.

INTERNET USE

The Canajoharie School District provides Internet access. This system is provided by the School District for educational and academic research purposes, professional development, communication and publication consistent with the School District's mission and goals.

1. Any unauthorized use of the School District provided Internet access is prohibited. Unauthorized use includes, but is not limited to: connecting, posting or downloading pornographic material; engaging in computer "hacking", and other related activities; attempting to disable or compromise the security of the School District's computer system or any other computer system.
2. Posting placed on the Internet may display the School District's address. Any information posted on the Internet must reflect the standards and policies of the School District. Under no circumstances should information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.
3. Information posted or viewed on the Internet may constitute published, copyrighted or trademarked protected material. Any reproduction of information or photographic material posted or otherwise available over the Internet may be done only with the express permission of the author or owner of the copyright or trademark.

Students

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4. Users may not establish Internet or other external network connections which could permit unauthorized persons to gain access to the School District's computer systems, files and other information. These connections include the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP) servers.
5. Any user who violates these regulations or uses the School District's Internet access capabilities for improper purposes shall be subject to discipline.

DISTRICT RESPONSIBILITIES

The Canajoharie School District makes no warranties of any kind, whether express or implied, for the computer services it provides. The School District will not be responsible for the quality, availability, accuracy, nature or reliability of the service and/or information accessed.

In accordance with the federal Children's Internet Protection Act, the School District shall install and maintain technology protection measures.

Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. All materials over the Internet are assumed to be copyrighted.

Adopted: 12/14/06

Revised: 10/16/14