

Broadalbin-Perth Central Schools

Guidelines for COMMUNITY & RESIDENTS' Computer Use

The district is pleased to offer residents of the Broadalbin-Perth Central School District access to district computers. District computers at the HSMC give residents access to a variety of educational programs, application software, databases and the Internet.

Computer devices may include technology equipment and communication devices such as PDAs, MP3 players, cell phones, digital cameras / camcorders, CD/DVD recorders/players, wireless devices, hubs, servers, security devices, GPS systems etc.

Terms and Conditions

Acceptable Use

All computer use must be in support of education and research, and consistent with the educational goals and objectives of the Broadalbin-Perth Central School District.

- Use your approved user ID and password. Using another ID or password is not allowed. Do not share your user ID or password with anyone.
- Computers may be used for research or work for educational purposes.
- Computers may be used for staff approved news group participation.
- Computers may be used for electronic communication solely for educational purposes.
- Computers may be used for "surfing" subjects of personal interest (teacher will provide approval over content area).
- Web posting on the district's web site requires the review and approval of the building administrator and the district's webmaster.
- Computers may not be used for private or commercial business (including advertising, contests, gambling, buying goods or services).
- Computers may not be used for online dating or visiting social e_places.
- Computers may not be used to promote religious institutions or political campaigns.
- Computers may not be used to view, download, or trade obscene materials, or materials not appropriate for minors.
- Computers may not be used to send abusive, harassing messages to others. They may not be used to bully or for electronic stalking of others. *"Bullying" as defined by US Dept. Justice.*
- Computers may not be used for chatting, instant messenger, or paging; it may disrupt other students or classes.
- Computers may not be used for any illegal actions. This includes transmitting material, information, or software that is against regulation, the school behavior code, and/or local, state, and federal laws or regulations.
- Observe all copyright laws. Forging or infringing on copyrights or other intellectual property is prohibited.

Privileges

Use of computers is a privilege, not a right, and unacceptable use will result in loss of the privilege. Each resident must review BP's acceptable use of computers, the network, and the Internet.

The district tech team, the system network analyst and the building administrators determine what is "acceptable use". ***District staff may end a resident user's access for misuse at any time. The***

district superintendent or building administrators of Broadalbin-Perth Central Schools may deny, revoke or suspend a resident user's access to BP computer network.

Etiquette

- Be polite. Do not write or send abusive, harassing, obscene, or threatening messages or notes.
- Use appropriate language. Do not swear or use vulgar language.
- Do not give personal information (your or another's) to others. This includes, but is not limited to, personal user ID, name, address, phone number, passwords, etc.
- Do not use the network in such a way that it disrupts the use of the network by other users or intentionally waste limited computer resources.

Security

Security on any computer system is a priority, especially when the system has many users. Security measures include, but are not limited to, the following:

- A network system analyst controls access and use of the district computers. The network system analyst has access to all files and E-mail. Network users' data files and other electronic storage areas are considered district property and may be inspected at any time by staff. Folders will have a memory size limitation. Users will be expected to maintain folder files by removing unnecessary data and/or old files.
- Any disks to be used for downloading/uploading files must be scanned for viruses before they may be used. Computer staff will scan disks in a computer lab or media center. Downloading Internet files requires staff permission.
- Unauthorized installation or copying of any software to or from district computers is prohibited.
- Any user identified as a security risk, or having a history of problems with other computer systems, may be denied use of district computers, the network, and the Internet.
- If you feel you know of a security problem, notify a staff member, administrator, or network system operator.
- Students will be monitored by a staff member when using any district computer and must follow the directions of the staff member.
- Each building posts regulations and procedures for computer use. Users must follow these regulations and procedures.

Vandalism and Theft

Vandalism and theft are defined as any attempt to:

- Harm or destroy data of another user. This includes files and software.
- Harm or destroy computer equipment.
- Tamper with or change computer set-ups.
- Unauthorized access to student, staff or computer system files.
- Upload, download, or create computer viruses.
- Steal equipment, software, and files

Users not following Computer Use Guidelines will receive consequences according to the building's discipline code, in addition to temporary or permanent loss of computer use privileges, if applicable appropriate legal action may also be taken.

Reliability & Privacy

The Broadalbin-Perth Central School District makes every effort to provide computer network use, however due to the nature of the web and hardware the district cannot provide accuracy, privacy or reliability.

Back-up software, Internet filter, lab management software and virus protection software are installed; however loss of data, non-deliveries, mis-deliveries, or service interruptions may occur.