

# Broadalbin-Perth Central Schools

## Student Guidelines for Computer Use

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

### 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 have total control over subjects).
- 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 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 or harassing messages to others.
- 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.

#### Privileges

Use of computers is a privilege, not a right, and unacceptable use will result in loss of the privilege. Each student must attend orientation class(es) explaining 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. The network system analyst may end a user's access at any time. The user will be notified in writing regarding the reason(s) for taking away computer access. The administration, faculty, and staff of Broadalbin-Perth Central School may request the system administrators to deny, revoke or suspend a user's access.

#### 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, password.
- Observe all copyright laws. Forging or infringing on copyrights or other intellectual property is prohibited.
- 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.
- "Crash" the network.
- Break into the network (hacking).
- 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 no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at the risk of the user. The district assumes no responsibility for the quality, availability, accuracy, or reliability of the service and information provided. The district will not be responsible for any damages suffered by any user, including, but not limited to loss of data, non-deliveries, mis-deliveries, or service interruptions. Persons using the district network cannot be guaranteed privacy.

## **Internet Objections**

Individuals raising objections to student access to the Internet will send written notification to the building principal.

- Review the objection and arrange a discussion with parent and the teacher
- Where objection persists, the teacher will provide appropriate alternative instruction that does not include the Internet.