

LAFAYETTE CENTRAL SCHOOLS  
POLICY 7314 INSTRUCTION

ACCEPTABLE COMPUTER USE POLICY BY STUDENTS AND STAFF

The LaFayette Central School District offers computers and internet access for educational purposes. The Acceptable Use Policy and Information Network Access Ethics Policy follow:

The LaFayette Central School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in responsible, efficient, ethical and legal manner.

The LaFayette Central School District declares that when accessing or using school computers, networks or the internet, unethical or unacceptable behaviors just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

- Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities shall be defined as those which violate local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- Personal use of the LaFayette Central School computer equipment will be allowed as long as the equipment/hardware does not have to be in service for educational/instructional purpose at that time. (Exception being: personal use of Internet access not being used for school/educational purposes.
- Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright license agreements and other contracts.
- Intentionally disrupts information network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Uses LaFayette Central School District computing resources for commercial or financial gain or fraud.
- Steals data, equipment or intellectual property.
- Gains unauthorized access to the files of others, or vandalizes the data or files of another user.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.

\*\*\* We respect the right of staff and students to be notified if they will be videotaped, audiotaped, recorded, photographed, transmitted, and/or imaged in any manner. Any **UNAUTHORIZED** videotaping, audiotaping, photographing, recording, transmitting and/or imaging of a student or staff member with the intent of distributing, broadcasting, and/or posting for public access will be regarded as a deliberate violation of this right to privacy and will result in one or more of the following consequences dependent upon the situation, implications and scope of the offense. Please be aware that criminal prosecution may be mandated as civil and criminal law broadly protects an individual's right to privacy. Victims are well within their right to levy charges beyond the scope of school authority. Consequences:

- In School Suspension
- Out of School Suspension
- Notification of Law Enforcement
- Superintendent's Hearing

Parents/guardians who do not wish their child to use the Internet must inform the district in writing.

The acceptable computer policy which the students and parent/guardian must read states unacceptable/unethical behaviors is just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any infraction of the stated rules.

Students are not allowed to play computer games while using computers in the classroom, lab or library. (Non-educational games.) Nothing should be downloaded to district owned computers without permission from the Network Administrator or District Technology Coordinator. This includes, but is not limited to, the use of disks and CD's.

If a student violates the rules, consequences of violations include, but are not limited to:

1. Suspension of information network access;
2. Revocation of information network access;
3. Suspension of network privileges;
4. Revocation of network privileges;
5. Suspension of computer access;
6. Revocation of computer access;
7. School Suspension;
8. School Expulsion; or
9. Legal action and prosecution by the authorities.

#### **Remedies and Recourse**

Anyone accused of any of the violations has all the rights that would normally apply if such a person were accused of school vandalism or any other illegal activity.

The District has the right to restrict or terminate network access at any time for any reason.

The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

#### **THE FOLLOWING IS THE SCHEDULE OF CONSEQUENCES FOR MISUSE OF THE INTERNET:**

1. Inappropriate Use – as defined in Board Policy #7314 as a violation of intended use, will result in denied access for a minimum of 2 weeks for the first offense. Subsequent offense(s) will be regarded as flagrant disregard of Board policy and will result in up to 20 weeks of denied access.
2. Use for Purpose(s) of Obscenity – as defined by Board Policy #7314 as material that is sexually explicit, indecent or vulgar, and a violation of generally accepted social standards, will result in immediate revocation of internet access from the date of the offense to the end of the school year with possible extension into the next school year.
3. Illegal Use – as defined in Board Policy #7314 as the use of another person's account, violation of copyrights, license agreements, contracts forging electronic mail, use of computer resources for commercial purposes or fraud, invasion of privacy, and personal threats, will result in the revocation of internet access for one year with possible extension, and additionally, in school suspension, out of school suspension, initiating legal action, and/or a Superintendent's Hearing.
4. Damage to Equipment or System – as defined in Board policy #7314 as the degrading/disrupting/destroying of equipment or system performance, stealing data, equipment or intellectual property etc., will result in revocation of internet access/equipment for one year with a possible extension, and additionally, in school suspension, out of school suspension, initiating legal action, and/or a Superintendent's Hearing.
5. The LaFayette Central School District is using X-Stop as its Internet Filtering System to meet Federal E-Rate Guide Lines and the CIPA (Child Internet Protection Act). Any intentional efforts to circumvent the use of this filtration software will result in the revocation of all network access to any student/staff of the LaFayette Central School District.

### LAFAYETTE STUDENT EMAIL RULES

LaFayette students will each be provided with an email account. ***LaFayette District student email is to be used ONLY for educational purposes and school related business.***

#### Rules and Regulations for Student Email Use

1. I will send only to people I know.
2. I will get teacher permission to mail to people I do not know.
3. I will keep my message short and to the point.
4. My messages will be polite and friendly and contain no offensive language.
5. I will have a reason to send a message.
6. I will put in a subject in the subject box.
7. I will use the proper greeting and sign my name.
  - a. Name of the receiver of the message.
  - b. Message.
  - c. Sign my first name only.
8. I will double-check my message before sending.
9. I will double-check my address box before sending.
10. I will delete unnecessary messages in my In Box.
11. I will notify my teacher if I receive junk mail or offensive messages.
12. I will not send any software (games, programs, etc.) through e-mail.
13. I will get permission from my teacher before sending any pictures through e-mail.
14. I will not allow anyone else to use my account.