



TO: **GRADE PreK-12 STUDENTS AND PARENTS**  
 FROM: Steven Newcombe, High School/Middle School Principal  
 Timothy Filiatrault, Elementary Principal  
 Chris Grieco, Director of Technology  
 SUBJECT: **GUIDELINES AND REGULATIONS FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY RESOURCES**

The availability of these technology resources creates a need to recognize many new responsibilities that will confront the students and staff. The district has installed an Internet filtering system that will help to prevent inappropriate use of the Internet. We will continuously monitor computer workstations and will strive to maintain a secure network environment for the students and staff. The Board of Education adopted an *Acceptable Use Policy for Internet Access*. That policy is printed in the student handbook.

A copy of the middle/high school appropriate use regulations is attached to this letter. Students must read the regulations and sign the form below. A parent/guardian is also to sign the form to indicate that they have received and reviewed these regulations.

STUDENT ACCOUNTS WILL BE CREATED WHEN STUDENTS FIRST ENTER THE DISTRICT. STUDENTS WILL KEEP THIS ACCOUNT THROUGHOUT THEIR SCCS CAREER. THIS FORM MUST BE SIGNED BEFORE AN ACCOUNT IS ENABLED. STUDENTS WHO ARE ASSIGNED AN ACCOUNT IN ELEMENTARY SCHOOL WILL ONLY NEED TO HAVE THIS FORM RE-SIGNED WHEN THEY BEGIN SIXTH GRADE. THE CONTENTS OF THIS FORM ARE AVAILABLE IN THE HANDBOOK GIVEN TO PARENTS/STUDENTS EACH YEAR.

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 I have read the guidelines and regulations for the use of Sandy Creek's district technology resources and request that my network account be activated.

I understand that failure to comply with district policies and regulations may result in disciplinary action as well as suspension and/or revocation of district technology resource privileges.

Student's Full Name (Please Print --include middle initial)	Grade	Homeroom Teacher
Student's Signature	Date	

I have received and reviewed the Technology Resources Use Guidelines and Regulations.

Parent/Guardian Signature	Date
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THIS FORM SHOULD BE RETURNED TO THE GUIDANCE OFFICE IN THE HIGH SCHOOL. ACCOUNTS SHOULD BE ACTIVATED WITHIN 1 TO 4 SCHOOL DAYS FROM THE RETURN OF THIS FORM. STUDENTS WILL RECEIVE AN ACTIVATION NOTICE WITH INSTRUCTIONS FOR PROPER NETWORK LOGIN IN **HOMEROOM**.

# **Sandy Creek Central School**

## **District Technology Resources (DTR) User Regulations**

Sandy Creek Central School (SCCS) is committed to optimizing student learning and teaching. SCCS considers student access to District Technology Resources (DTR) to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

All users of SCCS's computer network and the Internet must understand that use is a privilege, not a right, and that use carries responsibility.

SCCS assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and / or information provided. Users of the DTR use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

SCCS will not be responsible for any damages suffered by any use, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's technology resources.

Further, even though SCCS may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulations.

**The SCCS District will use a variety of educational methods to educate all of our students about the acceptable and responsible uses of our electronic and digital resources. The scope and content will be age appropriate and conform to CIPA and NCIPA requirements and also reflect the technology requirements of the New York Core Curriculum State Standards.**

### **ACCEPTABLE USE AND CONDUCT**

- Access to the DTR is provided solely for educational purposes and research consistent with the district's mission and goals. The SCCS District recognizes that the mobile devices issued to faculty and staff are integral to their lives and will also be used for personal reasons on a minimal basis.
- Use of the DTR is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.

#### **ACCEPTABLE USE AND CONDUCT AS THEY PERTAIN TO THE DISTRICT NETWORK:**

- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords should be changed periodically.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstances should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

## PROHIBITED ACTIVITY AND USES

The following is a list of prohibited activities concerning use of the district technology resources (DTR). Violation of any of these prohibitions may result in discipline or other appropriate penalties, including suspension or revocation of a user's access to the network.

- Using the DTR for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the DTR to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the DTR to receive, transmit or make available to others material which promotes violence or advocates the destruction of property. This includes information concerning the manufacture of incendiary devices.
- Using the DTR to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others. (ie. any form of cyber-bullying)
- Using another user's network account or password.
- Students are not permitted to share their network account (login name and password) with other students.
- Attempting to access, read, delete, copy or modify the electronic mail (e-mail) of other users and deliberately interfering with the ability of other systems to send and/or receive e-mail.
- Forging or attempting to forge electronic messages.
- Damaging, destroying or removing network equipment or software. Damaging, destroying or removing any network data (programs or files) belonging to any other person or belonging to the SCCS District.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's code of conduct (i.e. student handbooks, teacher's handbook, discipline policies, etc.).
- Revealing the personal address, telephone number or other personal information of oneself or another person (i.e. credit card account numbers) without proper authorization.
- Intentionally disrupting network traffic or causing the network and connected systems to slow down or fail.
- Installing personal software or downloading data from the Internet on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using DTR for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.

- Using the network while access privileges are suspended or revoked or allowing another to do so under your log-in credentials.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Students are not permitted to share their network account (login name and password) with other students.

### **NO PRIVACY GUARANTEE**

**Anyone using the district's DTR should not expect, nor does the district guarantee privacy for electronic messages or any use of the DTR. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the DTR. The district can and will archive all e-mail (incoming and outbound) and maintain such archives for a period to be specified in the SCCS Technology Plan.**

### **SANCTIONS**

All users of the DTR are required to comply with the district's policy and regulations. Failure to comply with the policy or regulations may result in disciplinary action as well as suspension and/or revocation of District Technology Resource privileges.

In addition, illegal activities are strictly 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. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

## Secondary Discipline Outline for Computer-Related Infractions Student Outline

The following list of infractions pertains to the use of the school network system at the secondary level (grades 6-12) at Sandy Creek Central School.

- All infractions will be subject to disciplinary action.
- Repeat offenses are subject to disciplinary action and removal from the network, regardless of the current courses students are taking.

Computer Related Infractions:	Disciplinary Level (see consequences below)
Advertising	Level I
Using another's account or password	Level I
Sharing your account with other students	Level I
<b>Unauthorized</b> email, chat rooms, newsgroups, instant messages, forums, etc.	Level I
Revealing personal information about yourself (name, address, telephone number, etc.)	Level I
Not following directions from teachers and other staff	Level I
Downloading from the Internet without permission (wallpaper, cursors, etc.)	Level I
Revealing personal information of another person (name, address, telephone number, credit card numbers, etc.)	Level I & necessary reparations
Using the network while your privileges are suspended or revoked or allowing another.	Level II
Plagiarism or ignoring copyrights	Level II
Using or reading someone else's e-mail	Level II
Reading or changing the data of others	Level II
Anything relating to violence or destruction*	Level II
Pornography or offensive materials*	Level III
Writing racist, sexist, abusive or harassing messages* - cyberbullying	Level III
Vandalism to hardware* and/or network files	Level III & necessary reparations
Breaking the school code of conduct	Discipline by the handbook code & loss of network privileges

\*These offenses will also result in possible counseling for the student.

- Repeat instances of lower level offenses will result in increased level of disciplinary actions. (ex: two instances of a Level I offense will result in a Level II action)
- Multiple offenses will result in compounded disciplinary action.
- Any cheating/plagiarism will result in an automatic zero on the assignment.

Level of Offense	Disciplinary Action
Level I	2 After School Detentions and Parent Notification
Level II*	In-School Suspension(s) and Parent Conference
Level III*	In-School Suspension/Out-School Suspension and Parent Conference, Possible Superintendent's Hearing and/or Police Notification

\* Additional consequences as noted above