

## Acceptable Use Policy for Computer Technology

Realizing the impact made by technology on learning in the 21<sup>st</sup> century Belleville Henderson Central School (BHCS) provides computers in the majority of classrooms as well as 4 computer labs available for student use. The use of computers and the internet at BHCS is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. We expect all students and faculty/staff to conduct themselves in a safe and appropriate manner in regards to computer use at BHCS. The administration or any faculty/staff member may request the NetWare administrator to deny, revoke or suspend a specific student user account. Any student identified as a security risk may be denied access.

### Belleville Henderson Network

All computers at BHCS are connected by a Local Area Network (LAN) which in turn is connected to the Internet or World Wide Web (WWW) via a Wide Area Network (WAN). This network is used to support the BHCS District's curriculum, the educational community, projects between schools, communication and research for all students, staff and community. All users should be aware that there is no expectation of privacy in data stored on the school network. All data stored on the BHCS network is the property of BHCS.

### Student Responsibilities

- Students in Grades 4-12 will have a password to access their computer account. The password is to be kept confidential and is **NOT** to be shared. The password will be known only to the student and the NetWare Administrator. To login to the BHCS Network a student must use his/her OWN user ID and Password.
- Students will use school computers for specific school related assignments only.
- Only school appropriate language will be used on all files created, printed and/or saved on a school computer.
- Students will follow all copyright laws; Plagiarism is considered a violation of the AUP.
- Students will not have access to email or any social networking site. This includes free accounts on the internet, chat rooms, user groups, etc.
- Blogging under an account set up and monitored directly by the teacher for school use only is considered acceptable. The site Class Blogmeister <http://classblogmeister.com/> or the blogging feature of the school website are 2 sites considered acceptable for classroom use at Belleville Henderson.
- Students must have a signed pass from a teacher indicating what work they need to do on computers prior to using the computer/internet in the library.
- Students must be under the direct supervision of a teacher or monitor when using any BHCS Computer Lab.
- Students will not save or download any files from the internet. This includes, but is not limited to, programs (.exe, zip files), mp3 or other audio and/or video files.
- Computers and peripherals are the property of BHCS and are maintained with a specific 'desktop' in regards to a student or faculty/staff in terms of both appearance and operation. Any attempted change to the BHCS computers is considered an act of vandalism and will not be tolerated.
- BHCS computers may not be used for commercial purpose, individual profit or gain, political lobbying or other illegal activity.
- Remote access to the BHCS network is strictly prohibited.

### Consequences

Violations of the Acceptable Use Policy will be dealt with by the NetWare Administrator/Technology Coordinator and school administration; consequences will follow as deemed appropriate. All AUP offenses will be kept within the Discipline Module of School Tool, the BHCS District Student Data Management System. Any student identified as a security risk or having a history of disciplinary actions involving the BHCS Computer Network may be denied access to BHCS computer technology.

### Internet Safety and CIPA Compliance

All users of the BHCS computer network are reminded that no material stored on the computer network or email is private. Email provided to employees of the BHCS district is for school/educational use only. Personal email is not considered acceptable use. There is no guarantee of private with e-mail/internet traffic, as all email/ internet traffic is subject to public disclosure and scrutiny.

All computers at BHCS are monitored for inappropriate internet content with the X-Stop Internet Filtering Service through the Madison Oneida Regional Information Center (MORIC). This is in compliance with the Children's Internet Protection Act (CIPA) and required for the BHCS to obtain e-Rate funding.

Students agree to never give out personal information about themselves, their family, friends or school on any social networking site such as my Space, Facebook, Bebo, etc. If a student encounters any material on the internet that makes him/her feel uncomfortable or is clearly in poor taste, he/she will discuss it with a responsible adult.

### **Use of Electronic and Other Personal Technology Related Devices**

We at BHCS are aware of the ever increasing use of cell-phones, iPods and other mp3 player devices. BHCS has a specific cell phone usage policy (see student handbook). iPod and mp3 players may be used in certain classroom activities under the direct supervision of the teacher.

We at BHCS are aware that many faculty/staff members as well as students have their own personal Laptop/Notebook or Netbook computes that they may wish to use at school. Personally owned computers may NOT be connected to the BHCS Network, which would imply that a student would not have access to their files saved in their BHCS Network account. BHCS reserves the right to inspect any personal computer to determine if sufficient Virus and MalWare protection is present on the machine. Once the machine has been inspected the NetWare Administrator will issue the owner a signed "Pass" stating that the computer may access the Internet at BHCS. This is not to be confused with accessing the BHCS network.

### **Agreement:**

I have read and understand the Acceptable Use of Computer Technology/Internet Policy of BHCS and my responsibility for using the BHCS computer network. I also understand that any violation of the BHCS AUP is unethical and may constitute a criminal offense. Should I commit any violation of the BHCS AUP I understand my access privileges may be revoked and school disciplinary and/or legal action may be taken. By signing this document both my Parent/Guardian and I agree to abide by the rules of the BHCS AUP.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent /Guardian Home Email Address