PEMBROKE CENTRAL SCHOOL DISTRICT
AGREEMENT FOR STUDENT ACCEPTABLE USE

The District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the District will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WiFi" and the "Internet." The District will provide personnel support for usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the *Code of Conduct* also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal or his or her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students will be provided with guidelines and lists of resources particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the DCS

Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others.

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents or guardians notice that student use of the DCS will provide student access to

external computer networks not controlled by the District. The District cannot screen or review all of the available content or materials on these external computer networks, thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents or guardians.

It is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians should establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users are responsible for their behavior and communications over the District computer network.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

District students must also adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use of the DCS may lose access in accordance with applicable due process procedures, and may be subject to further discipline in accordance with the District *Code of Conduct*.

During school, teachers will guide students toward appropriate materials. Outside of school, parents or guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive or controversial media.

Pembroke CSD maintains standard general information security training to all students. This training is used to enhance digital citizenship, information security and cybersecurity awareness among faculty, staff and students. The content of the general training provides users with a basic understanding of the need for digital citizenship, information security and cybersecurity, actions they need to take to maintain security, information on how to respond to suspected security incidents, as well as the need for operations security.

Use of the DCS which violates any aspect of District policy; the *Code of Conduct*; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities are also prohibited by student users of the DCS including, but not limited to, the following:

1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.

2) Use of obscene or vulgar language.

3) Harassing, insulting, bullying, threatening or attacking others.

4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.

5) Using unauthorized software on the DCS.

6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.

7) Violating copyright law, including the illegal file sharing of music, videos and software.

8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.

9) Disclosing an individual password to others or using others' passwords or accounts.

10) Transmitting material, information or software in violation of any District policy or regulation, the District *Code of Conduct*, and/or federal, state and local law or regulation.

11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address or telephone number.

12) Accessing personal, interactive sites unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access these social networking sites.

13) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.

14) Using digital device (such as cell or camera phones), electronic technology, or media to facilitate cheating, plagiarism, etc.

15) Circumventing security through any electronic or physical means to gain access to unauthorized data or information.

Student data files and other electronic storage areas are considered District property subject to control and inspection. The Computer Coordinator may access all files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy. Students should not expect that information stored on the DCS will be private.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources will be subject to that network's acceptable use policy.

If a student or a student's parent or guardian has a District network account, a non-District network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy or regulation may result in student discipline. Indirect access to a District computer means using a non-District computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

1)   Violations may result in suspension or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.

2)   Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state, and local law.

3)   When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is prohibited from demonstrating the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS must be reported by the student to the teacher in charge.

PEMBROKE CENTRAL SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY

In consideration for the use of the Pembroke Central School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Violation of District policy and regulations may also result in the imposition of discipline under the District's school conduct and discipline policy and the *Code of Conduct*. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously, or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court in accordance with General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously, or unlawfully damage or destroy District property.

_____   _____
Student Signature   Student Name Printed

_____   _____
School Building   Grade

_____
Date

PEMBROKE CENTRAL SCHOOL DISTRICT

PARENT OR GUARDIAN NOTIFICATION OF STUDENT ACCEPTABLE USE POLICY

I am the parent or guardian of _____,
the minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the District's Computer System (DCS).

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son or daughter student access to external computer networks not controlled by the Pembroke Central School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son or daughter when he or she is using the DCS or any other electronic media or communications, including my son or daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the Pembroke Central School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son or daughter's use of the DCS in any manner whatsoever.

I agree that my son or daughter will have access to the DCS and I agree that this may include remote access from our home.

_____   _____
Parent or Guardian Signature   Parent or Guardian Name Printed

_____   _____
Student's Name   Grade

_____   _____
School Building   Date