

### Computer Usage and Internet Safety

The Chenango Valley Board of Education believes that technology has become a fundamental tool whereby students can learn to obtain information, solve problems and communicate. Access to this technology should be available to all, enabling each student to become a lifelong learner and productive member of our global society.

The Professional Development Team will work closely with the Superintendent or his designee to coordinate inservice programs for the training and development of district staff in computer skills and incorporate computer use in the curriculum. Use of the computer network as an integral part of the curriculum, and not merely as a minor instructional resource or reward for completed class work, will be encouraged. Through software applications, online databases, bulletin boards and electronic mail, the network will significantly enhance educational experiences and provide statewide, national and global communications opportunities for faculty, support staff, students.

The Superintendent and administrative staff will be responsible for governing the use, supervision and security of the district's network in compliance with the following Computer Use Guidelines.

### Chenango Valley Central School District Computer Use Guidelines

Access to the district's computer system is a privilege. Any misuse or violation of the terms set forth below could result in the loss of one's account.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that users are aware of the responsibilities. If a Chenango Valley Central School District user violates any of these provisions, his or her account may be terminated and future access could be denied.

A staff account will be established for each user who requests access to the district's computer system only after completing the attached form. This account will be nontransferable and be used only in the support of education and research. This account may include access to electronic mail, online services, and the internet. It may also include the opportunity for staff to have independent access to the District Computer System (DCS) from their home or other remote locations, and/or to access the DCS from their personal devices. All use of the DCS and the wireless network, including independent use off school premises and use on personal devices, will be subject to this policy and any accompanying regulations.

With access to computers and people all over the world also comes the availability of some materials that may not be considered to be of educational value within the content of the school setting. Chenango Valley Central School District has taken available precautions, including the use of filtering software, to restrict access to inappropriate materials. While this filtering software is being constantly updated, no technology tool can take the place of appropriate supervision of student online activities by responsible adults. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. Chenango Valley Central School District firmly believes that the valuable information and interaction available on this network far outweigh the possibilities that users may procure material that is not consistent with the educational goals of this district. It shall be the responsibility of all members of the CVCS D staff to supervise and monitor access to the internet in accordance with this policy and the Children's Internet Protection Act. Furthermore, students will receive education about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

Acceptable Use: Any use of your account must be in support of education and research and consistent with the educational objectives of CVCS D. Unauthorized access, including "hacking" and other unlawful activities are not allowed. Transmission of any materials in violation of any US or state law is prohibited.

This includes, but is not limited to: copyrighted material, threatening or obscene material, material which promotes violence or hatred against particular individuals or groups of individuals, material which advocates the destruction of property, or material protected by trade secret. Use for commercial activities by non-profit institutions is generally not acceptable. Use for product advertisement is also prohibited.

**Privileges:** Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his designee. They will determine what appropriate use is, take appropriate action and determine consequences, including, but not limited to, revoking a user's account. The administration, faculty, and staff of CVCSD may request the system administrator to deny, revoke, or suspend specific user accounts.

**Network Etiquette:** Applicants are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- \* Be polite. The use of abusive or objectionable language in either public or private messages is not permissible. Do not swear or use profanity. Electronic bullying or harassment will not be tolerated.
- \* Never reveal your personal information such as your last name, personal address, or phone number, or those of any other student or colleague.
- \* Do not use the network in such a way that it could disrupt the use of the network by others. This includes sending “chain letters”, “broadcast” messages, and “junk mail” to lists or individuals and any message that is likely to result in the loss of a recipient's work or systems.
- \* Do not access, upload, download or distribute pornographic, obscene, or sexually explicit material.
- \* Do not share your password with others or use anyone else's login information.

**Privacy:** Users should not expect that files, including e-mail records, stored on district servers will be private. System administrators may review files and communications. Messages relating to, or in support of, illegal activities may be reported to the authorities.

**Responsibility:** CVCSD will not be held responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, or user errors or omissions. Use of any information obtained via the Internet is at your own risk. CVCSD denies any responsibility for the accuracy or quality of information obtained.

**Security:** Security on any computer system is a high priority. If you feel you can identify a security problem, please notify the Superintendent or his designee. Do not use another individual's account, forge messages or post anonymous messages. Attempts to log-in to the system as any other user may result in the cancellation of your account. Attempts to log-in as a system administrator will result in cancellation 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 district's system. Users will not load any software or download any files (e.g., MP3's) to the district network unless authorized by the Technology Department. Always log-off when you leave a computer (all activity involving your account is your responsibility).

**Vandalism:** Any form of vandalism or theft will result in cancellation of privileges. This includes, but is not limited to, contamination, deletion, or reconfiguration of data or degradation of system performance in any way.

Plagiarism: Plagiarism is taking ideas and/or words of someone else and claiming them. Rules for properly crediting research sources apply for the internet and other online computer networks. Violations of plagiarism could result in the cancellation of computer privileges.

**Chenango Valley Central School District  
Computer Usage Sign-off**

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FACULTY OR STAFF

I have read the Computer Use Agreement and I understand and will abide by the Computer Use Guidelines. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense and/or result in disciplinary action. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Title: \_\_\_\_\_

**Office Use:**

Username \_\_\_\_\_ Ipad (MS/HS Teacher Aide & Teachers) \_\_\_\_\_

Password \_\_\_\_\_ IT Help Desk \_\_\_\_\_

Email Group \_\_\_\_\_ SNAP (teachers only) \_\_\_\_\_

SchoolTool \_\_\_\_\_ FM \_\_\_\_\_ SchoolDude (Pat) \_\_\_\_\_

Packet-Network \_\_\_\_\_