

# **Chappaqua Central School District**

## **5–12 Guidelines**

### **for Student Computer and Internet Use**

#### **Acceptable Use of our Computer Network and the Internet 2004/05**

The Chappaqua Central School District is pleased to offer access to a wide array of electronic resources on the computer network as a way of enhancing instruction and broadening the educational experience of its student body. In order to make these resources available to everyone, the district expects, in return, that users accessing the networked computers will do so in a way consistent with its educational mission.

To gain access, users must agree to follow the school's Acceptable Use Policy as outlined in this document. For students, a complete copy of the Acceptable Use Policy (AUP) must be signed by a parent or guardian and returned to the school before access to the network will be granted.

#### **What is expected?**

Users are responsible for appropriate behavior on the school's computer network. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for all activity that originates from his/her account while accessing and utilizing the school's computer resources. This means that users should not give their password to others nor should they access the network using another user's account. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### **What are the rules?**

##### **Appropriate Use**

We expect that when using the school's computers, students will:

- ◆ No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
- ◆ use the Internet only for educational purposes related to the curriculum
- ◆ use proper netiquette (appropriate language, keeping home information private, etc.)
- ◆ respect and uphold copyright laws
- ◆ be responsible for any activity that occurs on their accounts
- ◆ be conscientious about using network storage space, periodically deleting unimportant or obsolete files

##### **Privacy**

Users should be aware that network administrators will review logs and may access data stored on the network to maintain system integrity.

##### **Illegal copying**

Users should never download or install any software -- commercial, shareware, or freeware on any computers or network drives, unless they have written permission from the network administrator. Nor should users copy other people's work or intrude into other people's files.

## Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at the Chappaqua Central School District:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing or downloading any programs.
4. Do not violate copyright laws.
5. Do not download, view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space, printing capacity or Internet bandwidth.
8. Do not trespass in another's folders, work, or files.
9. NOTIFY an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.

## Disclaimer of Liability

The Chappaqua Central School District disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

## Changes in the Guidelines

The Chappaqua Central School District reserves the right to change these Guidelines at any time.

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## User Agreement and Parent Permission Form - 2004/05

As a user of the Chappaqua Central School District's computer network, I hereby agree to comply with its Guidelines and rules and to communicate over the network in a responsible fashion, while honoring all relevant laws and restrictions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that the rules and Acceptable Use Guidelines have been discussed with my child and that individuals and families may be held liable for not adhering to these guidelines.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_