

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
Acceptable Use Agreement for Student Use
of Computers and Educational Technology

General Principles

The Newburgh Enlarged City School District considers computers to be a valuable tool for education and encourages the use of computer-related technology in school classrooms to further the educational goals of the District.

Through software applications, online databases, and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national, and global communication opportunities for students and staff.

When a student in the Newburgh Enlarged City School District accesses computers, computer network, and educational technology owned or operated by the District, he or she assumes certain responsibilities and obligations. All access of this type is subject to school district policies and to local, state, and federal laws. The Newburgh Enlarged City School District expects that student use of computers provided by this District will be ethical, for educational pursuits, and will reflect academic honesty. Students must demonstrate respect for intellectual property, system security, and privacy.

Acceptable Use

As a student, you are expected to make appropriate use of computer resources provided by the school. You must:

- use computer resources only for authorized purposes following established procedures;
- be responsible for all activities on your assigned account;
- access only files and data which are your own, which are publicly available, or to which you have been given access;
- use only legal versions of copyrighted software which have been purchased by the District;
- be considerate in your use of shared resources;
- maintain the privacy of your own password.

Prohibited Use

Students must not make inappropriate use of computer resources provided by the District. The following actions are considered inappropriate:

- using computers for personal entertainment and game-playing;
- using computers for personal communications (including e-mail) unrelated to school work;
- using another person's password or revealing personal password to another student;
- using another person's files or data without permission;
- using computer programs to decode passwords or to access control information;
- attempting to circumvent or subvert system security measures;
- copying files, data, or programs from the Internet without permission;
- engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;

- changing screensavers, wallpapers, monitor calibration, or any computer settings;
- engaging in obscene, threatening, or harassing communication over district networks;
- vandalizing or modifying in any way hardware or software components;
- making or using copies of any software, storing such copies on district systems, or sending them over networks;
- engaging in any activity that does not comply with the general principles listed at the beginning of this document.

Internet Use

Internet access is provided with the understanding that the District cannot control the content available on the Internet. The vast majority of sites available can provide a wealth of useful information to students. However, some sites may contain information that is inaccurate, offensive, defamatory, or otherwise inappropriate for students. Parents and students should be aware that it is the responsibility of the student to monitor his/her own access and use sound judgment. The District will not be held responsible should students encounter offensive or inappropriate material on the Internet.

Materials on the Internet that are of educational value may be copied for research purposes only. Students must cite all sources when completing papers and reports. Copyrighted materials may be used as per the "Fair Use" doctrine as it applies to students. Students should assume that, unless otherwise indicated, any material found on the Internet is copyrighted.

Student work produced as part of school activities may be posted on the Newburgh Enlarged City School District's website. In this case, the student maintains no copyright to his or her work. In addition, the staff of the Newburgh Enlarged City School District reserves the right to modify any work prior to posting on the District's website. Only students' first names will be used when student work is posted. Individual student photographs will not be posted. Team or group photographs will not be posted unless they are distant group photographs and no students are identifiable. No student names will be used in conjunction with photographs.

In all cases, the use of the Internet through school or District computer systems is limited to academic research for a specific course or assignment. Any use that does not comply with these guidelines is an infringement on the legitimate use by others, and is a violation of this agreement. Personal e-mail, chat, game-playing, and viewing of music videos, are examples of uses that are not acceptable.

Sanctions

The Newburgh Enlarged City School District considers any violation of these acceptable use principles to be a serious offense. The District reserves the rights to monitor, copy, examine, and delete any files or information on the network that may suggest that a student is using school computer systems inappropriately. Students should have no expectation of privacy when using electronic means of communication or information storage. Violators are subject to disciplinary action by school officials, which may include in- or out-of-school suspensions and/or suspension or revocation of computer access privileges.

The Building-Level Administrator or the District-Level Network Administrator may at any time suspend or revoke the computer use privileges for any actions in violation of the Guidelines above.

KEEP THIS DOCUMENT FOR YOUR RECORDS