

**Le Roy Central School District**  
**Staff/Student Guidelines For Appropriate Use Of Technology Resources**

Appropriate use of the electronic information services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of the Le Roy Central School District.

The student/staff member must:

- Use the electronic information system for educational purposes only.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including but not limited to material that is offensive ,abusive, obscene, contains profane language, sexually explicit, sexually threatening, racially offensive or illegal.
- Not attempt to harm, modify, gain unauthorized access to district systems or data, destroy software, or interfere with system security.
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Understand that e-mail should **not** be considered absolutely secure or private.
- Not use e-mail in any manner that is contrary to District policy.
- Not use profanity or inappropriate language in e-mail.
- Understand that computer activities may be monitored and tracked.
- Not reveal personal student information.
- Not use the system to make any unauthorized purchases or to conduct any non-approved business.
- Abide by all copyright, trademark and license restrictions.
- Tell an adult in charge if information accessed makes the user feel uncomfortable and/or is not appropriate.
- Follow District Policy #7315 (see back) and Student Handbooks as written.

The Le Roy Central School District will make every attempt to block and monitor inappropriate student use of the computer and network. Staff members will not be held liable for inappropriate use of the equipment.

Online Guidelines
Be aware of what you post online Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions ; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Online work should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

The staff, the school, and the Le Roy Central School District are not responsible for any damages incurred, including but not limited to loss of data resulting from delays or interruption of service, for the loss of data stored on Le Roy Central resources, or personal property used to access Le Roy Central resources.

The use of computing resources in the Le Roy Central School district is a privilege, not a right. Per LCSD board policy 7315: *Students who engage in unacceptable use may lose access to computing resources in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District.*

*The District administrators shall have the authority to determine whether a particular use is appropriate or inappropriate, authorized or prohibited, in their respective domains of supervisory responsibility. For uses that may be illegal administrators have the authority to consult with law enforcement authorities. Administrators also have the authority to impose disciplinary consequences where warranted.*

*Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. Authorized District personnel may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of district policy and accompanying regulations. Students should not expect that information stored on the district computer system or equipment will be private.*

***I understand and will abide by the above terms and conditions of Policy #7315 as well as this appropriate use policy, and will use computer and electronic resources for curricular purposes only. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me and my parents or guardians, if I am under age 18. Should I commit any violation, I am subject to consequences of the school and district disciplinary code and of state and federal law.***