



**Manchester-Shortsville Central School District
1506 State Route 21, Shortsville, NY 14548**

**Student Internet Acceptable Use Policy for Grades K-12
& Student Email Acceptable Use Policy for Grades 6-12**

Internet - Only current students are authorized to use the network (Grades K-12)

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), and other forms of direct electronic communications or equipment provided by the District (the "network."). It also covers any outside equipment that uses the District's network to access the Internet.

Manchester-Shortsville Central School is providing students with access to the Internet. The Internet is a rich source of information and is fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, web sites, and other resources. Students will be provided with guidelines and lists of resources particularly suited to curriculum, and learning objectives. Students will conduct their Internet work in a supervised environment. However, access to the Internet also has the potential to be abused and made inappropriate for a learning community. Just as in the greater world, it is possible to come across information that may be offensive, morally objectionable, or pornographic. Resources are filtered in an attempt to diminish this possibility. Users should not find inappropriate material unless they look for it. Just as students are responsible for their behavior away from the computer, they are responsible for their behavior while working with one.

The District will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Use of the Internet is a privilege, not a right, and the purpose of this policy is to define acceptable and unacceptable use of the Internet at the Manchester-Shortsville Central School District (MSCSD) learning community. Unacceptable use, as defined by this policy may result in suspension or revocation of network access and privileges and/or computer access. Violations may also result in school suspension or expulsion and/or legal action and prosecution by authorities.

No Warranties

MSCSD will work with its service providers (Lakenet/Edutech) to make Internet service reliable and secure. MSCSD will also work with every user to promote technical skills and acceptable use. MSCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. MSCSD will not be responsible for any damages you suffer. This includes loss of data from delays, non-deliveries, or service interruption from whatever cause.

Safety and Precautions Information for Students

- Do not use the Internet unless a teacher is supervising.
- Do not reveal your personal address or phone number or those of others.
- Notify your teacher if you come across information that makes you feel uncomfortable.
- Users must alert the computer system administrators of questionable activities and communications, both incoming and outgoing.

For Parents Whose Children Use the Internet at Home: Student Internet Safety

- Students under the age of eighteen should only access District accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use.
- Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others.
- Students shall not meet in person anyone they have met only on the Internet.
- Students must abide by all laws, this Acceptable Use Policy and all District security policies.
- The administrators and faculties of the MSCSD recommend that parents obtain a copy of Child Safety on the Information Highway published by the National Center for Missing & Exploited Children. This pamphlet outlines the risks as well as the tips for reducing risks on-line at home. It is obtained from NCMEC, 2101 Wilson Blvd., Suite 550, Arlington, VA 22201-3052, 1-800-843-5678, or may be viewed with Adobe Acrobat Reader on-line at:
<http://www.ncmec.org/download/NC03.pdf> (for elementary age) or
<http://www.ncmec.org/download/NC57.pdf> (for teens)

Penalties for Improper Internet Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Email – for Grades 6 through 12

Email is a vital form of communication in the modern school, business world, and home. Manchester-Shortsville Central School District (MSCSD) will provide students with filtered, monitored email accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities, such as class blogs, wikis, collaborative projects, etc. The goals of the District are to provide a needed tool for more effective and meaningful classroom instruction, and to ensure that this tool is used in a safe and ethical manner. MSCSD student email will comply with the Children's Internet Protection Act through the use of active content filtering and faculty monitoring. Student email accounts are intended for educational purposes only. Parents will have access to student account information and are encouraged to monitor their children's use of the accounts. Failure to comply with the acceptable use policy of Manchester-Shortsville Central School District by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.

Email Account Security and Safety

It is the responsibility of students to maintain the confidentiality of the student email account information. Students will not share usernames, passwords, or other account information. Usernames and passwords will not contain any words, abbreviations, or symbols that are offensive, discriminatory, or related to violence, or the promotion or use of drugs or alcohol, or in any way violates the school district's code of conduct. Students will report any possible unauthorized use of their accounts to a Teacher, Building Principal, or the school's K-12 Technology Coordinator immediately. Students will not use email to share personal information, such as: full names, locations, family information, phone numbers, etc.

Student Email Use Guidelines

Student email accounts are to be used for the following purposes only:

- Teacher-student correspondence.
- Accessing/submission of classroom assignments or materials.
- Creation of accounts for classroom web-based tools, such as blogs, wikis, podcasts, etc.
- Correspondence with students/partners in collaborative class activities (e.g., pen pals).

Unacceptable Uses of District Email/Internet

The District reserves the right to take action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on email that the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate. The immediate following are examples of inappropriate use of District email:

- Violating any state or federal law or municipal ordinance, such as: transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under the law.
- Offering any illegal items or substances via email.
- Engaging in uses that jeopardize access or lead to unauthorized access into others' Email accounts such as:
 - Using another's account password(s) or identifier(s).
 - Interfering with other users' ability to access their account(s).
 - Disclosing anyone's password to others or allowing them to use another's account(s).
- Using District email for commercial purposes:
 - Using District email for personal advertising, promotion, or financial gain.
 - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property.
- Bullying or harassment of other students.
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, or transmitting offensive, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

Privacy

MSCSD student email accounts are the property of Manchester-Shortsville School District. Students should expect email to be subject to monitoring at all times and should not expect any email to be private. Additionally, active software-based filtering will monitor student email for content and dangerous/malicious programs.

Parent Access to Student Email Accounts

MSCSD values parents' roles in educating their students and wants to facilitate open communication and participation between schools and families.

Parents may, at any time, request and receive student email usernames, and access information from their students' campuses (valid identification required).

Due to the latest security guidelines, we will not know what student passwords are. If students forget their passwords, we will send them a reset link so they can change it. Email accounts may be accessed via any Internet-enabled computer or device, and parents are welcome and encouraged to participate in educating their children in safe, proper, and ethical use of email communications.

Consequences of Violation of the Email Acceptable Use Policy

Students who violate MSCSD policies with regard to acceptable use of student email accounts are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
- Temporary or permanent loss of access to student email accounts.
- Disciplinary action as determined to be appropriate by teachers, campuses, district officials, or criminal prosecution by appropriate law enforcement agencies.

Liability Limitations

Student email accounts are administered through a third-party company. As such, MSCSD is not responsible for messages, attachments, stored files, etc., which may become lost or damaged. Students are encouraged to back-up important information in a suitable, offline storage device.

Manchester-Shortsville Central School District

Student's Internet Agreement - ALL students must sign (or print their name on) this form

I understand the MSCSD Acceptable Use Policy for Computer Technology and Internet Users and agree to use my Internet access for educational purposes. I understand that unacceptable use of the Network and Internet Access, as defined by the policy may, at the discretion of the Computer System Administrators or my principal, result in the restriction or cancellation of my access privilege and/or further school disciplinary action. I understand that when I am using the Internet and/or other telecommunication environments, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State, local laws and MSCSD rules.

My signature below means that I have read and agree to follow the guidelines of the Manchester-Shortsville Central School District Computer Technology Use & Internet Access Agreement.

Student's Name (please print) _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian's Permission for Student's Internet Agreement

As parent or guardian of this student, I have read the MSCSD Acceptable Use Policy For Computer Technology and Internet Users, and understand that is a revocable privilege to use the Internet, and I give my permission for my child to be given access to the Internet. I recognize that the MSCSD will use its best efforts to supervise Internet access and to enforce the Acceptable Use Policy. I will not hold the MSCSD, teachers, administrators or any school employee responsible for intentional abuse of the access privilege by users. I expect that the school will take appropriate action, in line with the Acceptable Use Policy when abuses are discovered.

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____ Date _____

Phone # _____

Please check if you would like a phone call if your child were found violating policy.

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## Student's Email Access Agreement - Students in Grades 6 through 12 must sign this part

My child and I have read, understand, and agree to abide by the MSCSD Email Policy for District email.

Please issue my son or daughter a Manchester-Shortsville School District email account.

Parent/Guardian's Name (please print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Student's Full Name (please print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_