

ACCEPTABLE NETWORK USE

The Board of Education is committed to the optimization of student learning and teaching. The Board considers a computer network to be a valuable tool for education, and encourages the use of computers and computer-related technology in district classrooms. The Board encourages computer network use as an integral part of the curriculum. 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 staff and students.

The Superintendent, working in conjunction with the designated Purchasing Agent for the district and the technology committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan, which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent shall establish rules and regulations governing the use and security of the district's computer network. Failure to comply with district policy and regulations for use of the network may result in disciplinary action as well as suspension and/or revocation of computer access privileges. Procedures for copyright protection and software installation are identified in Technology Guidelines.

The Internet is an electronic network that provides access to vast, diverse and unique resources in a global community. Honeoye Falls-Lima Central School District's goal in providing Internet access to teachers, staff and students is to promote educational excellence in the schools by facilitating resource sharing and communication. Staff and students are encouraged to use the Internet to pursue intellectual activities, seek resources, access libraries, and engage in learning activities.

School computers and related peripherals should be used for authorized school purposes. Personal use of school equipment is not permitted. Unethical or illegal use of school computers will be cause for disciplinary action, including revocation of network access privileges, and/or legal action. Examples of such inappropriate uses include unauthorized access into school accounts or private files, destruction of others' files, harassment of student or staff, introduction of computer viruses, commercial use of the school networks, violation of copyright laws, use of inappropriate language and transmission of or searches for pornographic and racially insensitive materials. Ethics and responsibility are instructional components of the Honeoye Falls-Lima K-12 *Computers & Educational Technology Standards*.

The Honeoye Falls-Lima School District reserves the right to monitor Internet and school network usage. Users of school computers have no reasonable expectation of privacy for in-school use of the Internet or any use of the school network. The District reserves the right to call in any **District** computer for review of the contents **at any time and in its sole discretion**.

All users are expected to use the Internet only for purposes consistent with our approved curriculum. All school computers are to be used in a responsible, efficient, ethical and legal manner. The codes of conduct of the schools apply to Internet and school network activities and this acceptable use policy is an extension of behavior codes.

All users who log on to the Internet are responsible for all activities while using it. **A user who acquires unintentional access to an inappropriate site is required to exit immediately and to notify a supervisor (if the user is an employee) or a teacher (if the user is a student) immediately that inappropriate access has occurred. Failure to follow these instructions will be regarded as an intentional violation of this policy.**

Users should exercise caution when revealing personal information. To ensure personal safety and safety of others, users should not publish their home addresses or phone numbers over the Internet. If students experience any concerns over communications they have received from others, they should seek assistance from staff or parents immediately.

The schools do not control the content of the information available on the Internet. However, the District does subscribe to an Internet filtering service. Should a user discover material on the Internet that is inappropriate in

the school environment he or she should not download or transfer this material and shall not identify or share the location of the material with others.

The use of the District's network to access or process pornographic material, inappropriate web sites or files, illegal software, or files dangerous to the integrity of the computer network or any attached device is prohibited.

Malicious use of the District's network to develop programs or computer viruses or other means that harass other users, infiltrate a computer or computer system, or damage the computer system or settings is prohibited. Students are prohibited from loading, transmitting, or intentionally accessing threatening, harassing, or other antisocial content on the District's network.

The District reserves the right to monitor network, Internet, computer, fileserver and peripheral activities by all users on the District network.

All users shall adhere to the laws, policies and the Acceptable Use Policy. Staff members are expected to abide by all copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

This policy does not attempt to articulate all required and/or acceptable uses of technology; nor is it the intention of this policy to define all appropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

The District may limit or remove a student account on the District's network to prevent unauthorized or unacceptable activity. Staff members who engage in unacceptable use may lose access to the technology and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

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