

Students

SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY USE

This document is designed to outline the guidelines to be adhered to when utilizing technology systems owned and maintained by the Phoenix Central School District. These guidelines are to be acknowledged by all users of the Phoenix Central School District technology environment.

It is the desire of the School District that the use of technology improves communication, provides efficiencies, and enhances learning. It is expected that this perspective is fostered and that users are good stewards of the information and resources provided by the use of technology.

Access and authorization to technical systems carry a responsibility for their appropriate use. Access should be primarily for educational and professional or career development activities. All hardware including computers, printers, copiers and other technology equipment are the property of Phoenix Central School District and will fall under the guidelines listed below. Expectations of users include, but are not limited to, the following:

a) Student Personal Safety

Users who supervise students with access to technical resources shall be familiar with the PCSD Technology Use Guidelines and enforce its provisions. Student personal safety is priority. All efforts should be made to assure that students are supervised when using technology and that student use is appropriate. While District policies and related statutes pertaining to "directory information" allow the release of some personal data about students, for Internet use the District chooses to establish more limiting guidelines.

b) Illegal or Destructive Activities

1. Users shall not go beyond their authorized access to the District network, technology equipment, Internet, or the files or accounts of others.
2. The installation of software and/or hardware by unauthorized users is prohibited. Only members of the PCSD technology department are authorized to install software and/or hardware.
3. Users shall not disrupt or attempt to damage any computer, system, system performance, or data.
4. Users shall not use District equipment to engage in illegal acts.

c) System Security

1. Users are responsible for the security of their technology equipment, files and/or passwords. No one shall allow others to use their personal login and password.

(Continued)

Students

SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY USE (Cont'd.)

2. Users shall promptly notify their Building Principal of security problems.
3. Student data is confidential information. Users who are authorized by the District to access student records from within or outside the District may not use, release or share these records except as authorized by Federal and State law.

d) Inappropriate Conduct

The following are prohibited when using any technical resource:

1. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
2. Potentially damaging, dangerous or disruptive material.
3. Personal or generalized harassment in violation of District policies.
4. False or defamatory information.
5. The intentional forwarding of spam, chain mail, etc.
6. The intentional forwarding of private/confidential email without the consent of the original writer.
7. Sending unsolicited (non-school related) email messages to group accounts, e.g., "For Sale" messages.
8. The use of District hardware, email, or the Internet for personal profit.

e) Plagiarism and Copyright Infringement

1. Works may not be plagiarized.
2. Software licenses must be strictly respected.
3. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If unsure whether or not a work can be used, the copyright owner should be contacted for permission. See your building librarian for more information.

(Continued)

Students

SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY USE (Cont'd.)

f) Inappropriate Access to Material

Technical resources shall not be used with material that is profane, obscene, pornographic, or which advocates illegal acts, violence or illegal discrimination. PCSD filters Internet information in compliance with Federal CIPA regulations. Intentional bypassing of PCSD filters is considered a violation of this agreement and subject to disciplinary action. All network activities are logged to ensure compliance.

g) Expectation of Privacy

1. Users have no expectation of privacy in files, disks or documents that have been created, entered, stored, or downloaded from District data sources or used on District equipment.
2. All data on PCSD technology is the property of PCSD.
3. Users are issued storage space on their building server. Data is stored on District servers.
4. These documents, including email, may be subject to access as a result of formal Freedom of Information Law (FOIL) and the Family Educational Right to Privacy Act (FERPA) requests and other legally enforceable access requests.
5. Electronic Mail is considered the property of PCSD and may be subject to review.

h) Services and Assumption of Risks

Phoenix Central School District makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system. PCSD does make all reasonable attempts to ensure that all data is backed up and all efforts are expended to ensure maximum network availability up time.

i) Disciplinary Actions

Violations of the PCSD Technology Use Guidelines should be promptly reported to an administrator. The District reserves the right to limit or terminate network and/or Internet access privileges in the event there is reasonable suspicion that an individual has violated the District guidelines.

(Continued)

Students

**PHOENIX CENTRAL SCHOOL DISTRICT
ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY USE**

STUDENT AND PARENT AGREEMENT

PLEASE COMPLETE AND RETURN THIS AGREEMENT TO YOUR CHILD'S HOMEROOM TEACHER.

I have read and understand (or my parent has read and explained to me) the PCSD Acceptable Use Guidelines for Technology Use. I agree to follow the expectations contained in these guidelines. I understand that if there is reasonable suspicion that I have violated these guidelines, access to the Internet or the District network could be limited or terminated. If it is determined I have violated these guidelines, I may face other disciplinary measures, and I may be responsible for finding an alternative means to complete computer related assignments. I also understand that, although I am only required to sign this agreement once while attending the Phoenix Schools, I will need to read and adhere to periodic updates to these guidelines.

Student _____ Name _____ (print)

Student _____ Name (signature) _____ Date _____

Grade _____ level _____ Building _____

I have read and understand the PCSD Acceptable Use Guidelines for Technology Use. I grant permission for my child to access the District network, which includes Internet access, computer services, video conferencing, computer equipment, and related technologies for educational purposes.

Parent/Guardian _____ Name _____ (print)

Parent/Guardian _____ Name _____ (signature)

Date: _____

Adoption Date:5/10/10