

Seneca Falls Central School District Acceptable Use Regulations

The Seneca Falls Central School District is now offering Internet access for student use. This document contains the Acceptable Use Regulation (AUR) for your use of the District system.

A. Educational Purpose

1. The District system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The District system has not been established as a public access service or a public forum. The Seneca Falls Central School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in school disciplinary code and the law in your use of the District system.
3. You may not use the District system for commercial purposes. This means you may not offer, provide, or purchase products or services through the District system.
4. You may not use the District system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to Internet information resources through their classroom, library, or school computer lab.
2. Elementary students will have access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
3. Secondary students may obtain an individual e-mail account, when this option becomes available, with the approval of their parent.
4. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the District system. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.
5. If approved by your building principal, you may create a personal Web page on the District system (when this option becomes available). All material placed on your Web page must be preapproved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

C. Unacceptable Uses

The following uses of the District system are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc. If you are requesting materials for a school related activity your school's address may be used.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the District system or to any other computer system through the District system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.
- c. You must have written permission from your parent to use a personal or family information service account (i.e. America Online) through the District system.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities will be determined by student behavior, academic progress, the educational needs of the other students and system capacity. Self-discovery activities will be done during the last period of the day only.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and receive permission from the District Technology Coordinator prior to the download.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group maillists or "chat" areas that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material
 - a. You will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
 - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Regulation.
 - c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The District system is considered a limited forum, similar to a school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the District system may lead to discovery that the you have violated this Regulation, the school disciplinary code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Regulation, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District system.

- b. In the event there is a claim that you have violated this Regulation or school disciplinary code in your use of the District system, you will be provided with notice and opportunity to be heard in the manner set forth in the school disciplinary code.
- c. If the violation also involves a violation of other provisions of the school disciplinary code, it will be handled in a manner described in the school disciplinary code. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the District system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

The fact that you can do something, or think you can do something, without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Sample Letter to Parents or Guardians

The Seneca Falls Central School District is pleased to announce the establishment of Internet services for its students. This letter describes the Internet services. Attached are the following documents:

- Description of the various levels of student access through the system
- District Acceptable Use Regulation
- Student Individual Account Agreement (for secondary students only)
- Brochure discussing child safety on the Internet
- Schedule of Internet Informational Meetings

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Regulation restricts access to material that is inappropriate in the school environment. Although your student's use of the Internet will be supervised by staff, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the attached document.

You have the option of requesting that your child not be provided with access to the Internet. To exercise this option, please sign the enclosed Parental Request to Restrict Access. You must specifically authorize your child's individual e-mail account. You and your child must sign the enclosed Student Account Agreement to establish an account.

Please contact us if you have any questions or concerns.