

Caledonia-Mumford Central School

99 North Street, Caledonia, New York 14423

www.cal-mum.org



Dear Parents:

The Caledonia-Mumford Central School is pleased to offer the use of our computer network and access to the Internet to your student. This packet describes the Caledonia Mumford Central School network and Internet services.

The Caledonia-Mumford Central School's network is a sophisticated computer system that connects all buildings and services on the campus. The Caledonia-Mumford Central School offers many computer based courses and has computer labs for students' use. The network exists for all students and your student bears the responsibility to be a respectful cyber citizen.

The Internet is a global network that will provide your child with access to a wide range of information from all over 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.

With this educational opportunity comes responsibility. It is important that you and your child read this Acceptable Use Policy and discuss it together. The inappropriate use of material may result in the loss of the privilege to use this educational tool. Parents, remember that you are legally responsible for your child's actions.

The Caledonia-Mumford Central School subscribes to Internet filtering software called iBoss Web Filtering as well as GoGuardian for filtering at home. Both companies have excellent reputation within education for keeping our students safe. Even with this safeguard in place, please be aware that there may be inappropriate material for the school environment on the Internet. If you do not want to risk your child's possible exposure to inappropriate material, please indicate that on the form.

Please read and discuss the attached Caledonia-Mumford Central School's Acceptable Use Policy with your child. Please return the form to the district as soon as possible.

Sincerely,

Jamie Fili
Director of Technology

[Keep this copy for your reference.]

This policy is applicable in all district programs and activities

Parent/Guardian Permission Letter

Student Access to the Computer Network and the Internet

Caledonia-Mumford Central School

We are pleased to offer students of the Caledonia-Mumford Central District access to the district computer network and the Internet. To gain independent access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the accompanying form to the Technology Coordinator. Students 18 years of age and over may sign their own forms.

Independent access to the building network and the Internet will enable students to explore thousands of libraries, databases and use the resources of the world wide web. Parents/guardians should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

We believe that the advantages to students from Internet access and the opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Caledonia-Mumford Central Schools support and respect each family's right to decide whether or not their children will apply for access.

District Internet Rules

Students are expected to exercise the same good behavior on school computer networks as they do in a classroom or a school hallway. Since communications on the networks are often public in nature, general school rules for behavior and communications apply.

The network is provided for students having parental permission to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. This access is a **privilege, not a right** and entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communication over district networks. The district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. The district exercises no control over the content of the information residing in or passing through the network. Users of the network should understand that network storage areas may be treated much like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

If a student receives permission from his or her parent/guardian, the school will grant permission for his or her use of the network. Parents/guardians bear the responsibility of communicating which network resources their children will use, much in the same ways as they monitor their children's use of television, telephones, movies, radio and other sources of material.

A. Terms and Conditions of Use for the Computer network and the Internet

1. Acceptable Use

The Caledonia-Mumford Central School District's network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high quality self-discovery activities. The Caledonia-Mumford Central School District's network has not been established as a public access service or a public forum. Caledonia-Mumford Central School 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 the Student Handbook, Board Policy and the law in your use of Caledonia-Mumford Central School District's System. Caledonia-Mumford Central School's network will not be used for financial or commercial gain. The Caledonia-Mumford Central School's network will not be used for political lobbying.

Students will gain access to an e-mail/Google Apps account at school. If your child has access to the Internet away from school, then he/she will be able access their account using that form of Internet access. The goal of student Google Apps with e-mail is to enrich the educational experience of our students by enabling them to communicate and collaborate more freely with teachers, mentors and other students. E-mail exchanges are currently limited to users in the cal-mum.org domain. Students will be able to send email to anyone who is included in our email system. The student email account will remain active as long as the student is enrolled in a Caledonia-Mumford school. Please keep in mind that e-mail accounts are the property of the Caledonia-Mumford School District and as such are not completely private. The AUP identifies that the users are charged with maintaining the security of their own files by not sharing their password with others.

E-mail Acceptable Use

Students will be provided district email accounts through our Cal-Mum (Google) Apps system to promote effective communication. District-provided student email accounts are a privilege and district guidelines regarding the use of student email must be strictly followed. Student email accounts must be used for educational purposes only. If a student receives email with libelous, defamatory, offensive, racist, or obscene remarks, they are required to retain the mail and report it to a teacher immediately.

Acceptable use of student email includes:

- Email should be used to communicate with a teacher regarding assignments, class projects, and class activities.
- Email should be used to include links to share homework documents created in Google Docs with the teacher or fellow students. Enclosing documents in an e mail is discouraged.
- Email communication between students should be used to facilitate collaboration, planning, and research for school-related projects and activities.
- Email is not confidential or private and can be read by teachers or district personnel.

Unacceptable use of student communication includes:

- Email must not contain libelous, defamatory, threatening, offensive, racist, or obscene remarks.
- Email should not be forwarded without the senders' permission.
- Students cannot attempt to send email from another person's account or attempt to impersonate another student's e mail address.
- Students cannot forward spam, jokes, images, executable files, or viruses. Doing so will cause a loss of internet and email privileges.
- Students cannot send inappropriate links, images, or executable files.

Google Apps for Education

Students are provided access to Google Apps for Education-to promote effective communication and collaboration. District-provided student web sites are a privilege and district guidelines regarding the use of student created web sites must be followed. Student created web sites must be used for educational purposes only.

Acceptable use of student created Google Apps for Education includes:

- Google Apps for Education is used to communicate with a teacher regarding assignments, class projects, and class activities.
- Google-Apps for Education is used-among students to facilitate collaboration, planning, and research for school-related projects and activities.

- Google Apps for Education are not confidential or private and can be read by teachers or district personnel.
- Student created web pages, documents, postings and any other form of communications on Google Apps for Education should not include personal information including: addresses, birth dates, phone numbers, or personal identifiers.

Unacceptable use of Google Apps for Education includes:

- Google Sites that contain libelous, defamatory, threatening, offensive, racist, or obscene remarks.
- Google Sites with inappropriate links, images, or executable files.
- Google Sites for non-educational uses.

2. **Privileges**

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges in addition to other disciplinary action or legal action. Each student who receives an account will be part of a discussion with Caledonia -Mumford School district staff members pertaining to the proper use of a network. The system administrator will deem what is inappropriate use and that decision is final. Also, the system administrator may close an account at any time, as they deem necessary. The administration, faculty and staff of Caledonia-Mumford School District may request the system administrator to deny, revoke and suspend a specific user account.

3. **Services**

The Caledonia-Mumford School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Caledonia Mumford School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is done at your own risk. The Caledonia-Mumford School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4. Waiver of Privacy Expectations

Due to the inherent lack of security in some information systems, and due to the right and need of the Caledonia-Mumford Central School to monitor compliance with this policy, utilization of information systems that require privacy of any kind for any purpose are not supported and are prohibited. Any person utilizing any information system of the Caledonia-Mumford Central School understands and agrees that they are specifically waiving any expectations of privacy in their communications, data, programs and other personal information stored, displayed, accessed, communicated, or transmitted on the system.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or in the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

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.

6. Illegal Activities

a. You will not access or attempt to gain unauthorized access to the Caledonia-Mumford Central School network or to other computer systems through the Caledonia-Mumford Central School network 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 access or attempt to access resources, features, contents, or controls of the information technology facilities or other computer systems that are restricted, confidential, privileged, or that you are otherwise not authorized to use. These actions are illegal.

c. You will not use resources so as to cause damage to or alter the operation, functions, or design of the information technology facilities or content or of any other computer network.

d. You will not use the Caledonia-Mumford Central School's network 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 a person, etc.

7. Inappropriate Language

- a. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- c. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages to them, you must stop. In addition, you will not harass any student, staff member, or other person on the basis of gender, race, national origin, religion, age, disability, or sexual orientation. Such harassment includes slurs, jokes, intimidation or any attack directed at an individual's gender, race, national origin, religion, age, disability, or sexual orientation.
- d. You will not infringe on the rights or liberties of another person. You will not knowingly or recklessly post false or defamatory information about a person or organization.

8. Respecting Resource Limits

- a. You will use Caledonia-Mumford Central School's network only for educational and career development activities and limited self-discovery activities. There is no limit on use for education and career development activities.
- b. You will not store large files on the Caledonia-Mumford Central School file servers unless authorized by your teacher or library media specialist.

9. 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 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.

10. **Inappropriate access to material**

- a. The district will monitor Internet and e-mail usage and will use content filtering software programs. Nevertheless, students may still find Internet sites that contain inappropriate materials. Parents and students should be aware of this possibility.
- b. You will not use the Caledonia Mumford Central School's network to access or reproduce material that is harmful to minors, which includes but is not limited to material containing profanity, obscenity, child or other forms of pornography, or material that advocates illegal acts, or that advocates violence or discrimination, including hate literature.
- c. If you mistakenly access inappropriate information, you should immediately tell your teacher or library media specialist. This will protect you against a claim that you have intentionally violated this acceptable use policy.

B. Students' Rights

1. **Limitations**

- a. The district may restrict your speech on the network for educational or other appropriate reasons or may limit offensive, lewd or disruptive speech.

2. **Search and Seizure**

- a. Routine maintenance and monitoring of the Caledonia Mumford Central School's network may lead to the discovery that you have violated this acceptable use policy, the Caledonia Mumford Central School's discipline policy, or the law.
- b. The Caledonia Mumford Central School's network and any files on that network, including personal files, are the property of the board of education and the contents of the network are subject to random search at anytime without regard to whether there is a reasonable suspicion that the network or the files therein contains evidence of a violation of a criminal statute or a school rule.

3. **Due process**

- a. The Caledonia-Mumford Central School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Caledonia-Mumford Central School's network.
- b. In the event there is a claim that you have violated this acceptable use policy or the Caledonia-Mumford Central School's discipline policy in your use of the Caledonia-Mumford Central School's network, the privilege of using the network may be revoked. In addition, you will be disciplined in accordance with, and receive the due process rights under, the Caledonia-Mumford Central School's discipline policy.
- c. If the violation also involves a violation of other provisions of the Caledonia-Mumford Central School's discipline policy, it will be handled in a manner described in the Caledonia-Mumford Central School's discipline

policy. Additional restrictions may be placed on your use of your Internet account and/or access.

C. Limitation of liability

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

D. Personal responsibility

When you are using the Caledonia-Mumford Central School's network, it may seem 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 the 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 do not 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 what kind of a person you are.