

# **Madrid-Waddington Central School**

## **STUDENT INTERNET SAFETY/ACCEPTABLE USE POLICY**

We are pleased to offer students of the Madrid-Waddington Central School access to the district computer network for electronic mail and the Internet. It is the intention of the Board of Education (1) to insure that users will not have access to inappropriate materials when using the internet, email, chat rooms and other forms of direct electronic communications provided by MWCS; (2) to prevent unauthorized access and other unlawful activities by users online; (3) to prevent unauthorized disclosure, use and dissemination of personal identification information regarding users, and (4) to comply with the Children's Internet Protection Act. See definitions below.

To gain access to e-mail and the Internet, all students must sign and return the attached form to the District Office.

### **DEFINITIONS:**

1. Child Pornography - Any visual depiction which involves the use of a minor engaging in sexually explicit conduct; or where a depiction appears to be of a minor or has been created, adapted or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described or distributed in a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
2. Harmful to Minors - "Any picture, image, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political or scientific value as to minors."
3. Inappropriate Materials - Any material that is obscene, child pornography or harmful to minors or that causes a disruption, is unsafe, unhealthy, or otherwise undermines the school's basic educational mission.
4. Obscene - Any material or performance when, considered as a whole, predominantly appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner actual or simulated sexual acts, sexual contact, nudity, sadism, masochism, excretion or a lewd exhibition of the genitals; and that lacks serious literary, artistic, political or scientific value.
5. Technology Protection Measures - A specific technology that blocks or filters Internet access.

### **PREVENTION OF ACCESS TO INAPPROPRIATE MATERIALS**

Technology protection measures shall be used, to the extent practicable, to block or filter access to inappropriate materials while internet applications are being utilized by MWCS students or by any

other users in the district receiving computer or data processing services from MWCS. Technology protection measures shall be used for the following purposes.

1. **Safety for Minors** - To prevent access to visual depictions that are obscene, child pornography, or otherwise harmful to minors.
2. **Safety For All Users** - To prevent access to visual depictions that are obscene or child pornography.
3. **Protect Confidential Information** - To prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
4. **Prevent Unauthorized Access** - To prevent unauthorized access, including "hacking," and other unlawful activities online.

Access to the Internet will enable students to explore thousands of libraries, databases, and educational websites throughout the world. Staff and students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **While our intent is to make Internet access available to further educational goals and objectives, it is possible for staff and students, either accidentally or otherwise, to access other materials as well.** Instruction and guidelines to ensure proper and safe use of the Internet are available to MWCS staff and students. We believe that the benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Madrid-Waddington Central School teachers who utilize the Internet for instruction will review the guidelines for its use with their students.

### **DISTRICT INTERNET RULES**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior apply. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

Network storage areas are to be treated like school property. Network administrators may at any time review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials.

Recognition of student and staff work, as well as photographs, may be published on the District Website, local newspapers, or District Facebook Page. Such publications of work and photographs may or may not include student first names. Publication of such work or pictures may include the first and last names of students unless specifically prohibited by parent/guardians.

**GUIDELINES FOR ACCEPTABLE USE** -Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in messages. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Racist, sexist and threatening language are inappropriate, and forbidden.
2. Illegal activities are strictly forbidden. Respect all copyright laws (e.g., as in any type of research, credit should be given to all sources used) and license agreements (do not copy or install software without authorization).
3. Do not reveal personal address or phone number or that of other students or staff members.
4. Note that a user's electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that would disrupt the use of the network by other users.
6. Do not access, alter, or destroy other users' files.
7. Use must be in support of education and research and be consistent with the educational objectives of Madrid-Waddington Central School. For example, users shall not play games for recreational purposes or use Internet Relay Chats (IRC's) at anytime or use Multi-User Dimensions (MUD's).
8. Do not use other users' network ID's and passwords.
9. Disrupting or by-passing any filtering device is prohibited and may result in a loss of privileges.
10. Do not intentionally waste limited resources.(ie. bandwidth due to excessive streaming)
11. Do not employ the network for commercial purposes.
12. Report the discovery of inappropriate material (e.g., in e-mail, in personal folders, or on the Internet) to the administrator in charge or the system administrator.

**BRING YOUR OWN DEVICE (BYOD)**

The BYOD portion of this policy will come into effect pending the completion of the new wireless infrastructure slated for the 2015-2016 Capital Project.

1. Students will be allowed to bring personally owned electronic devices which are internet capable, for use during the school day. All devices attached or connected to the MWCS D network are subject to the same policies and procedures established for the use of district owned equipment. The use of a person's own device must adhere to the Acceptable Use of the Electronic Internet Communications System (AUP) agreement (see above). The student and parent/guardian must have signed and returned the AUP prior to using the device and accessing the district network. District technicians will not service, repair, or maintain any device not owned by the District. MWCS D will not be held liable for personal content housed

on the device. Any software residing on the BYOD must not interfere with the normal operation of district owned resources and must be properly licensed. MWCSO is not responsible for any physical damage, loss, or theft of the device. Internet usage or data charges are the responsibility of the student.

2. Students are responsible for keeping their device in a secure location when not in use. MWCSO will not make special accommodations for charging of any personal device.
3. Student use of their own device must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.

### **SANCTIONS**

1. The District Superintendent or designee will deem what is inappropriate use and that decision is final. Also, the system administrators may disable or delete an account at any time as required to protect the network and school data. The administration of the Madrid-Waddington Central School District may request the system administrator to deny, revoke, or suspend specific user accounts.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

# MADRID-WADDINGTON CENTRAL SCHOOL

## Student Internet Safety/Acceptable Use Agreement

As a user of the Madrid-Waddington Central School computer network, I hereby agree to comply with the above stated Internet Safety/Acceptable Use Policy – communicating over the network in a responsible fashion while honoring all relevant laws and restrictions. It is understood that this signed agreement will remain in effect so long as the student maintains enrollment at Madrid-Waddington Central School. If a parent wishes to revoke these rights, the parent will need to notify the administration in writing.

Print Student Name: \_\_\_\_\_

Student's Current Grade: \_\_\_\_\_

Anticipated Graduation Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_

As a parent/legal guardian of the student listed above, I grant permission for my son or daughter to use the Madrid-Waddington networked computer systems. I understand that my son or daughter will be held responsible for any aforementioned violations. Additionally, I grant permission for my son/daughter's photograph and/or student work to be included in pictures of activities and special events posted on the Madrid-Waddington website, Facebook Page, or newspaper releases. I understand that pictures posted will include first names only. No last names will be posted. Elementary students are not to use computers without adult supervision.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **For Office Use:**

Entered entered into Active Directory on: \_\_\_\_\_ Username: \_\_\_\_\_

email address entered into AD: \_\_\_\_\_

Entered into Schooltool SMS\_ Folder: \_\_\_\_\_

associated AD account with Schooltool account

Entered into Google on: \_\_\_\_\_  OU/Groups: \_\_\_\_\_