



ALTMAR PARISH WILLIAMSTOWN CENTRAL SCHOOL DISTRICT

Internet Access and Acceptable Use Policy for Students, Faculty, and Staff

COMPUTER PRIVILEGES AND INTERNET USE AGREEMENT

APW is pleased to offer our students, faculty, and staff the use of the latest in computer technology hardware and software as well as access to the Internet and World Wide Web.

Families should be aware, however, that some material available via the Internet and World Wide Web may contain things that are not age-appropriate, and could be potentially offensive, defamatory, inaccurate, or even illegal.

Parental permission is required for any student to engage in independent access to Internet and components of the APW District Computer network. Parents or guardians must sign and return the *Altmar-Parish-Williamstown Central School District Computer Privileges and Internet Use Agreement* before (an access account will be established) independent access is granted to any student. Independent access is defined as access that is not under DIRECT teacher direction and that is for any purpose other than access to direct, web-delivered course content assigned by a teacher (e.g. classroom support sites and District-purchased web-delivered electronic materials).

Such independent use of computers at APW is a privilege not a right. This privilege may be, and will be revoked or denied as a result of improper account holder behavior. Systems administrators may deny independent access (close an account) at any time as required. The administration, faculty and staff of APWCSD as well as parents/guardians may request the System Administrator to deny, revoke, or suspend such independent access (specific accounts).

1. Prior to access to the Internet, training will be given in both its use and etiquette (netiquette).
2. Treat computers, other hardware peripherals, and software with respect. Failure to do so will be considered misuse / abuse. This includes, but is not limited to:
 - Placing/installing personal software or information on District workstations
 - Placing/installing unlawful information on District workstations
 - The willful destruction of District property, stored information, and/or system programs/software
 - Accessing and/or using obscene, abusive, or otherwise objectionable text, sounds, or images
 - Unauthorized downloading of information to workstations, fileserver, diskette, or USB drive
 - Failure to keep workstation areas clean, and free of food and drink.
3. **Protect your password at all times.** Do not share it with anyone. The network is intended for the exclusive use of its registered users, who are responsible for the use of their password and account. **ANY PROBLEMS WHICH ARISE FROM THE USE OF A USER'S ACCOUNT ARE THE RESPONSIBILITY OF THE ACCOUNT HOLDER. *Any misuse of password security, such as use of another person's account, will result in the immediate suspension of account privileges.***
4. Account holders should understand that Electronic Mail (E-Mail) is not secure, and can be read by others.
5. Data files and electronic storage areas shall remain the property of the APWCSD, subject to District control and inspection. The system administrator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy.
6. All communications and information collected via the Internet are assumed to be private property and must be correctly cited as you would any other copyrighted material.
7. In order to support the vision and mission of the APWCSD, the District will create and maintain a website for the following purposes:
 - A place to showcase innovative student and staff educational projects, presentations, and learning experiences.
 - A gateway to District and community resources and to educational websites that support instructional goals.
 - A method for community members to access District information.
 - A means of communications to and from students, District personnel, the community, and associated organizations.

All web authors (faculty, staff, and/or students) must participate in training to familiarize themselves with appropriate and acceptable website posting procedures. Failure to follow the outlined regulations and procedures may result in the loss of authoring privileges or more stringent disciplinary measures.

Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as text, images, sounds, etc. of an obscene, abusive, or violent nature; or any materials not directly congruent with the purpose and mission of the APWCSD. Web pages must also adhere to copyright laws.

Where feasible, links to non-district supported servers should contain a disclaimer that the user is leaving the district server and that the District does not necessarily approve of the linked material. Web pages on the district's server are the property of the District. The web server will be examined periodically to check for the timeliness and relevance of its pages.

Safeguards – Student

- Web pages may include only the first name and initial of the last name of any student. Pages or filenames may not include a student's phone number, address, Email address or names of other family members, friends, and/or relatives.
- Use of individual student pictures (video/still) and audio clips on a district web page must have signed parent/guardian approval on file for students under 18 years of age. Group pictures (video/still) and audio clips may be published without parent/guardian approval if names are omitted.

Safeguards – Employee

- Personal information about employees (home address, home phone number, personal Email, picture {video/still}, audio clip, etc.) may be published only with their written permission. School contact information may be published without employee approval.
- No classroom support web pages shall be created by a teacher or staff member on a non-District supported server and claimed to be an APW support site without prior Administrative approval.

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Consequences for the misuse / abuse of District property and / or the Internet

Depending upon the severity of the misuse, the disciplinary process may include combinations of the following:

- ⇒ Verbal Warning
- ⇒ Written Warning
- ⇒ Loss of Email and Internet Account
- ⇒ Possible Criminal Charges

STUDENT

Student Information:

Student's Name _____ **Date of Birth** _____ **Age** _____

School Building (*check one*) **APW Elementary** () **APW JR/SR HS** ()

I understand and will abide by the APW Computer Privileges and Internet User Agreement. I further understand that violation of the agreement is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action could result.

Student (User) Signature _____ **Student ID#** _____ **Date** _____

PARENT / GUARDIAN

As the parent or guardian of this student, I understand the APW Computer Privileges and Internet Use Agreement; I understand that this access is designated for educational purposes only. I understand that some materials on The Internet may be objectionable, but agree that the benefits to this student from access to The Internet exceeds such disadvantages, and will not hold the Altmar-Parish-Williamstown Central School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the APW Website is not in a school setting.

I hereby grant permission for my child to access networked computer services in the Altmar-Parish-Williamstown Central School District.

Parent/Guardian Signature: _____ **Date:** _____