Pulaski Academy & Central School District
Acceptable Computer Usage Guidelines

1) Purpose of Guidelines

The Pulaski Central School District is pleased to offer students and employees access to district computing resources (computers, network resources, Internet, electronic mail, etc). The District believes that student learning benefits from access to the Internet to explore thousands of libraries and databases while exchanging information with other Internet users around the world.

In accordance with the requirements of the Children's Internet Protection Act (CIPA) and E-Rate funding, this policy addresses:
- Access by minors to inappropriate matter on the Internet,
- Safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications,
- Unauthorized access including "hacking" and other unlawful activities by minors online,
- Unauthorized disclosure, use and dissemination of personal information regarding minors, and
- Restricting minor's access to materials harmful to minors.

While meeting the above requirements, this policy defines the acceptable use of Pulaski Central School District computing services with a view of ensuring the reliability, security, and integrity of the system. The technology policies contained here have been formulated with student safety and achievement and data security as priorities.

2) Teacher Responsibility

a) The District expects that teachers will blend thoughtful use of the technology throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to technology resources should be structured in ways which point students to those which have been evaluated prior to use. While students may be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

b) When using the technology resources for class activities, teachers will:
   i) Select material that is age-appropriate and relevant to the course objectives.
   ii) Preview the materials and sites students are required to access regarding appropriateness of material.
   iii) Provide guidelines and lists of resources to assist students in channeling their research activities effectively and properly.
   iv) Assist students in developing the skills to ascertain truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
   v) Instructors are responsible for his/her actions and activities involving school district computers, networks, and Internet services, and his/her computer files, passwords and accounts.

    c) The use of personal electronic devices on district wireless network is allowed and will comply with the Acceptable Computer Usage Policy and Agreement and all District policies and procedures.

3) Student Responsibility
    a) The District expects that students will use computing resources when appropriate to meet educational needs.
    b) Students will use District computing resources, including District-provided email accounts only for educational purposes.
    c) Students will use only those user ID's and passwords which are assigned to them for access to District computing resources.
    d) Students are responsible for his/her actions and activities involving school district computers, networks, and Internet services, and his/her computer files, passwords and accounts.
    e) Students are responsible for protecting their identity and will not reveal personal information (name, address, telephone) online.
    f) The use of personal electronic devices on district wireless network is allowed and will comply with the Student Code of Conduct, Acceptable Computer Usage Policy and Agreement and all District policies and procedures.

4) Parent/Guardian Responsibility
    a) Parents/guardians can expect that their children will use the Internet at school for reasonable, educational research and learning. Students will have an appropriate degree of supervision according to their grade level and ability.
    b) Parents are responsible for setting and conveying the standards that their children should follow when using media and information resources.

5) Privacy
    a) System users have no expectation of privacy in the contents of their personal files and records of their online activity while on the District system.
    b) Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Acceptable Computer Use Policy, student disciplinary code, Board of Education policy, or law.
    c) District system users should be aware that their personal files/email might be discoverable, according to the state public records laws.

6) Due Process and Violation Consequences
    a) The District will cooperate fully with local, state, or federal officials in any investigation regarding illegal activities conducted through the Internet or the District email system.
    b) If an allegation is made that a student has violated the Acceptable Computer Use Policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
    c) Disciplinary actions should be related to the violation and may include loss of district computer usage.
    d) Employee violations of the Acceptable Computer Use Policy will be handled in accordance with district policy.

7) Email
    a) Staff Email

i)   All employees will receive an email account. Classified and/or part time employees may receive an account if approved by the building administrator.
ii) Email / Computer passwords are an important safeguard of our systems and must not be shared.
iii) Employees should understand and practice responsibility regarding email use and the risk of opening unexpected email attachments.

b) Student Email
i)   Students (6th – 12th grade only) will receive an email account.
ii) Email / Computer passwords are an important safeguard of our systems and must not be shared.
iii) Student uses of District-provided email may be limited to communication with teachers and other students; and the creation, sharing, and storage of documents.

8) Netiquette

a) Courtesy, decorum, respect and appropriate language is expected in electronic communications.
b) Users should be sparing in their use of shared bandwidth.

9) Acceptable Use of Technologies

a) The level of access that users have to school district computers, networks and Internet services is based upon specific user requirements and needs.
b) User access to the school district's computers, networks and Internet services is provided for administrative, educational, communications and research purposes consistent with the school district's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of the school district's computers, networks and Internet services.

10)   Unacceptable Use of Technologies

General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

a) Intentionally introducing viruses or any code which disrupts or damages the system.
b) Attempting to circumvent the system's protective measures.
c) Installing software or hardware without explicit permission of system administrators.
d) Using communications technology to harass or threaten others.
e) Any inappropriate communications. The term inappropriate or unacceptable will be defined by district administrators in each situation.
f) Purposely accessing inappropriate sites.
g) Using a username/user ID and/or password that are not your own to access any district computer system.
h) Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-for-profit. No user shall knowingly provide school email address to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Users who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.

11) Content Filtering
   a) Internet content filtering is mandated by law (Children's Internet Protection Act) and is implemented at Pulaski Central School District. All student and public accounts are affected by the filtering mechanism.
   b) Internet filtering should strive for the proper balance of safety and access to information.
   c) Email content is checked for virus type code both incoming and outgoing. Certain types of file attachments that are commonly used to transmit viruses are blocked. Email is not screened for inappropriate content.

12) Liability
The district makes no warranties either expressed or implied that the computer and/or network services provided through the district system will be error free. The district will not be responsible for any interruption of service or errors experienced by loss of or damage to data. The district will not be responsible for accuracy or quality of information obtained neither through the system nor for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the district harmless from any losses sustained as the result of intentional misuse of the system by the user.

13) Audits
The administration may conduct periodic audits of software installed on district computers.

14) Acceptable Software
To safeguard the system, restrictions are necessary regarding installation of non-supported software.

15) Web Sites
   a) Student / Organizational Websites
      i) Student / Organizational Websites should be kept current and updated.
      ii) Must be sponsored and have continuing oversight of an adult staff member including the adult's contact information.
      iii) Students will be taught not to reveal personal information (name, address, telephone or credit card number) online.
      iv) All Web pages created by students and student organizations on the district's computer system will be subject to treatment as district sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.
   b) Teacher Websites
      i) Teacher websites should be kept current and updated.
      ii) Links should be thoroughly screened for appropriateness.
   c) Acceptable Use / Copyrights
      i) Use of copyrighted materials requires consent of the copyright owner.
   d) Including student works on Websites
      i) Including good examples of student works is strongly encouraged.
      ii) Use of the student name must follow district policy appropriate for the age of the student. In all cases student or parent wishes in the matter must be honored.
   e) Interactivity
      i) Where appropriate, interactive content (discussions, forums, email communications) is encouraged. Online discussions and forums submissions must be screened for appropriateness before being posted.
      ii) All interactive websites must adhere to the Children's Online Privacy Protection Act (COPPA) regulations.