



Acceptable Use Policy

Wellsville Central Schools

Wellsville Central School District is pleased to offer students access to a computer network and the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form attached. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing and teacher directed activities.

What is Possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is Expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or hallways. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

What are the Rules?

Privacy—Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly.

Storage capacity—Users are expected to delete material, which take up access storage space.

Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto the network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy others people's work or intrude into other people's files

Inappropriate materials and language—No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Should students encounter such material by accident, they should report it to their teacher immediately.

The following activities are not permitted on the Wellsville Central Schools' networks

- Accessing, sending, displaying offensive or pornographic messages or pictures
- Using inappropriate or obscene language
- Damaging computers, computer systems or computer networks
- Plagiarizing or violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources – disk space, printer supplies, paper
- Employing the network for commercial purposes
- Use of an account by anyone other than the account holder
- Requesting unnecessary and lengthy material that ties up system resources
- Installing or downloading software, shareware or freeware
- Downloading and/or streaming of audio and/or video feeds, both live and saved (filed)
- Unauthorized or non-educational games

Student Internet Handbook

Wellsville Central Schools

The following material is meant to act as guidelines to be shared with the students at the beginning of each school year during the review of the District Acceptable Use Policy.

Educational Purpose:

- Students are able to find information for research, browse lands across the oceans that they are studying, write, talk or even see pen pals anywhere in the world or in any language.
- It may not be used for commercial purposes. This means you may not offer, provide or purchase products or services through this system.
- You may not use the system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.
- The system has not been established as a public access service or a public forum. The school district has the right to place restrictions on the material you access or post through the system.

Student Internet Access

- All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- Middle and High School students may obtain Email accounts with approval of their parents and administrators for a specific educational purpose required by a class. You and your parent must sign an AUP agreement to be granted an individual Email account. This agreement is good for the school year in which the AUP is signed.

Student Email Access:

- Email accounts provided by Wellsville CSD are the property of Wellsville CSD.
- Email provided by Wellsville CSD to students to be used for communication with Wellsville CSD administration, teacher and extracurricular correspondence only.
- Email is a written form of communication. Therefore just like any other communication, all correspondence through email must abide by the Student Code of Conduct. This would include any email sent to non-Wellsville CSD email addresses.
- Email may be monitored at any time to ensure that students are abiding by school policies.

Unacceptable Uses:

- **Personal Safety**
 - a. Do not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
 - b. Do not agree to meet anyone you have met online.
 - c. Disclose to your parent, teacher, administrator or other school employee and message you receive that is inappropriate or makes you feel uncomfortable.

- **Illegal Activities**
 - a. You will not attempt to gain unauthorized access to the system or to any other computer system through our system or go beyond authorized access. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.
 - b. 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 system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of persons, etc.

- **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 manager 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.

- **Inappropriate Language**
 - a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages
 - b) You will not post information that could cause damage or a danger of disruption
 - c) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
 - 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 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.
- **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.
- **Respecting Resource Limits**
 - a. 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 immediately remove the file from the system computer to your personal computer.
 - b. You will not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
 - c. You will not download large files unless absolutely necessary and only with approval of the teacher and network administrator.
- **Plagiarism and Copyright Infringement**
 - a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing 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. Ask your teacher if you aren't sure.
- **Inappropriate Access to Material**
 - a) You will not use the 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 in some instances if the purpose of your access is to conduct research and both your teachers 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 policy.
 - 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
- **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 system may lead to discovery that you have violated the acceptable use policy.
- c) An individual search will be conducted if there is reasonable suspicion that you have violated the Policy.
- d) Your parents have the right at any time to request to see the contents of your Email files.

- **Limitation of Liability**

- a) 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 interruption 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.

- **Personal Responsibility**

- a. When using the 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 the same as they are in the real world
- b) But 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.