



# Red Creek Central School

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Dear Parent / Guardian:

We are pleased to offer student access to the Red Creek Central School District Computer System (DCS) and access to mobile devices. All of the computers in our school district have Internet access, as well as Microsoft Office software. This will allow students to have access to information on the World Wide Web, and the ability to prepare reports and presentations.

Students may use the Internet under supervision. All sites must be appropriate as per the district's Acceptable Use Policy. Some material accessible on the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. All of our Internet access is filtered for objectionable material before it enters our district's computer system. While the school's intent is to make Internet access available to further education goals and objectives, students may find ways to access other material as well. Students are not allowed to access the following while on the Internet:

- Games
- music / MP3's
- e-mail
- chat lines / Instant Messenger
- "cheats" for video games

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow while using media and information sources. We ask that you speak to your child about the information on the attached sheet which describes the Acceptable Use Policy that is in place for the Red Creek Central School District. For your child to gain access to computer information resources, you and your child must sign the parent / guardian consent form and return it to the main office. **Only students who have returned the attached consent form will be allowed to use school computers.**

Thank you for your time and effort.

Sincerely,

Erik Robbins  
Computer Coordinator

# Red Creek Central School District

## Computer Acceptable Use Policy For Students

*The following actions constitute a violation of the RCCSD Acceptable Use Policy:*

1. Using the DCS (District Computer System) to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
2. Use of obscene or vulgar language.
3. Harassing, insulting, or attacking others.
4. Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5. Using unauthorized software on the DCS.
6. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
7. Violating copyright law.
8. Employing the DCS for commercial purposes, product advertisement or political lobbying.
9. Disclosing an individual password to others or using others' passwords.
10. Transmitting material, information or software in violation of any District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

### **SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that network's acceptable use policy.

If a student or a student's parent/legal guardian has a District network account, a non-district network account or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

## **Sanctions**

1. Violations may result in suspension and/or revocation of student access to the DCS.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
3. When applicable, law enforcement agencies may be involved.

# Red Creek Central School District

## **SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES** (Policy)

The Board of Education will provide access to various computerized information resources through the District's Computer System ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use of school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/legal guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the available materials. Some of the available materials may be deemed unsuitable by parents/legal guardians for student use or access. This policy is intended to establish general guidelines for acceptable students use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/legal guardians for students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students. The student will take full responsibility for the use of the DCS and will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in each school building.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**  
(Policy)

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/legal guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

The Superintendent or his/her designee is authorized to establish regulations as necessary to implement the terms of this policy.

# **Red Creek Central School District**

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**  
(Regulations)

## **Program Implementation**

The School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's Computer System ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and the "Internet." This District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in the District's policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Student Discipline Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**  
(Regulations)

## **Authorization**

Students will not be permitted to use the DCS without specific authorization from the appropriate administrator and/or instructor. Furthermore, only those students who have signed an agreement form may access the DCS, including potential student access to external computer networks not controlled by the School District. (Refer to Form #7000F.1). Permission is not transferable and may not be shared. All required forms must be kept on file in each building.

## **Standards of Conduct Governing Student Access to the DCS**

The use of the DCS is a privilege, not a right; and inappropriate use may result in disciplinary action, including suspension or cancellation of those privileges. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property and subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should NOT expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/legal guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

## **SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (Regulations)**

Use of the DCS which violates any aspect of School District policy; the Student Discipline Code of Conduct; and federal, state, or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state, and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, the following specific activities shall be prohibited by student users of the DCS.

1. Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.

2. Use of obscene or vulgar language.
3. Harassing, insulting, or attacking others.
4. Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5. Using unauthorized software on the DCS.
6. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
7. Violating copyright law.
8. Employing the DCS for commercial purposes, product advertisement or political lobbying.
9. Disclosing an individual password to others or using others' passwords.
10. Transmitting material, information or software in violation of any District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

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**Sanctions**



1. Violations may result in suspension and/or revocation of student access to the DCS.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
3. When applicable, law enforcement agencies may be involved.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

## **Mobile Device Policy**

The Red Creek Central District will provide every student with a mobile device, a power adapter for charging and a protective case. These items will be issued at no cost to the families and will be the responsibility of the student and the family to ensure that all items are returned in working condition at the end of the school year, except for normal wear and tear on the device and case. The devices will be updated and re-issued to students each year.

Every device issued will have internet filtering in place in an effort to provide a safe and secure environment for all students, but students and parents need to be aware of the guidelines for responsible use of the technology.

In the event of an accident, the device can be replaced at no cost to the families. Please see the Chromebook Handbook or iPad Parents Letter for details and policies.

## **Parent/Guardian Responsibilities**

- Supervise use of the device at home.
- Discuss values and expectations regarding the use of the Internet at home.
- Supervise use of the Internet and email.
- Report any problems with the device to the school by emailing [rtechsupport@rccsd.org](mailto:rtechsupport@rccsd.org)
- Ensure the device charges nightly.
- Ensure the device is brought to school every day
- Ensure that the device is returned to school when requested or upon my child's withdrawal from the Red Creek Central School District

## **Student Responsibilities**

- When using the device outside of school buildings all policies of the Red Creek Central School District, particularly the Student Handbook, Code of Conduct and the Internet Acceptable Use Policy, will be followed, and all local, state, and federal laws will apply.
- Treat the device with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may be damaged or stolen.
- Do not lend the device to anyone, not even friends or family members.
- Do not remove District-owned programs or files from the device.
- Charge the device nightly so that it has a full charge at the start of school every day.
- Students are responsible for getting coursework done even if the device is not at school or is not charged.
- Bring the device to school every day. If the device is left at home for multiple consecutive days, parents may be called upon to bring the device in to verify possession and condition of the device.
- Email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- Keep all accounts and passwords assigned to me secure and will not share them with anyone.
- Do not attempt to repair the device. If it is not working properly, notify IT support staff, teachers, or administrators.
- Bring the device to IT support, teacher or administrator if it needs repair. A loaner will be provided for eligible students.

# PARENT / LEGAL GUARDIAN CONSENT

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I am the parent / legal guardian of \_\_\_\_\_, the minor student who has signed the District's agreement for student use of computerized information resources.

I have been provided with a copy and have read the District's policy concerning student use of the District Computer System (DCS).

I have been provided access to the district device policy concerning student use of mobile devices (iPads or Chromebooks).

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son / daughter student access to external computer networks not controlled by the School District.

I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials, even though the District currently has filtering devices in place.

I accept responsibility to set and convey standards for appropriate and acceptable use to my son / daughter when using the DCS or any other electronic media or communications.

I agree to release the School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son / daughter's use of the DCS in any manner whatsoever.

I agree that my son / daughter may have access to the Red Creek Central School District Computer System (DCS).

I give permission to issue a device to my son/daughter.

\_\_\_\_\_  
Parent / Legal Guardian Signature

\_\_\_\_\_  
Parent email

\_\_\_\_\_  
Parent/Legal Guardian Name Printed

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Student Grade