

Sagaponack Common School
P. O. Box 1500
Sagaponack, NY 11962
Telephone (631) 537-0651
Fax (631) 537-2342

COMPUTER AND NETWORK USE POLICY

The Sagaponack Board of Education affirms the District's commitment to preparing students for the 21st century. Students need to be technologically literate to become successful, productive citizens and to succeed in an internationally competitive work force.

It is important for students to understand and use the Internet, an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers. The key concept underlying the Internet is interconnectivity, which will allow students, as well as administrators and teachers, to access an unparalleled array of communication and information resources.

Educational technology should be appropriately and equitably integrated into instruction and management to promote student learning while enhancing both the teaching process and the operations of the school system. The use of technology is a means of delivery of instruction, which enables students and adults to access, process, manage and communicate information.

The proper use of computers and technology will be communicated to all users throughout the District. The use of computers and networks will provide for the facilitation of the exchange of information to further communication, education and research and is, accordingly, consistent with the mission of the Sagaponack Common School District. The messages and documents residing on, created and/or transmitted on any computer or network may be subject to the District's monitoring and review. The District's designated employees reserve the right to supervise the use of all computers and networks and to inspect the information and content they contain. An authorization form must be completed by each person requesting access to the District's computers or networks. Any use without authorization is prohibited.

Use of District computers and networks for private or commercial business and political or religious purposes is prohibited. Use of District computers and/or networks to engage in illegal activity or to access or transmit obscene or pornographic material is prohibited. Transmitting, displaying or storing offensive or objectionable material is prohibited on District computers or networks. The District's determination as to whether the nature of any materials is considered offensive or objectionable is to be considered as final. Using programs that harass or infiltrate a computing system and/or damage the hardware or software components is prohibited.

Any use of District computers to access outside resources must conform to the terms and conditions of the Sagaponack Common School District's Internet Use Agreement. Subscribers to listservs, bulletin boards, and online services must be pre-approved by the District.

Responsibilities of All Computer Users Sagaponack Common School Computer Network

Privileges, Rights and Responsibilities

The use of the District's computer resources is a privilege. It is expected that all individuals utilizing the District's computers and networks will undertake responsibility for their actions and words and will, furthermore, respect the rights and privileges of other network users. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension and possible legal actions.

Exemplary behavior is expected at all times. The following actions, are not permitted:

- Sharing your password or account number with anyone
- Using impersonation, anonymity or pseudonyms
- Leaving your account open and unattended (You have full responsibility for the use of your account, and you will be held responsible for any policy violations that are traced to your account.)
- Damaging, abusing or breaking the hardware, software or the network
- Plagiarizing or using copyrighted material without permission (Do not quote personal communications, software, art, music or any other media without the original author's prior consent.)
- Using the computers for illegal activities or for commercial gain. Sending, using or displaying inappropriate language, pictures or any other type of communication, including profanity, pornography or inflammatory speech
- Disrespecting the rights and property of others
- Improperly accessing, destroying or misusing files or data of others
- Attempting to work in or modify the Network Operating System
- Exploring or changing any system files
- Intentionally wasting limited resources
- Installing or attempting to install software, which only designated employees are allowed to do

Safety From Harassment

Users who feel harassed or threatened by somebody on the network should bring the situation to the attention of a teacher or system administrator immediately.

**Sagaponack Common School
Computer, Network and Internet Use Agreement
Authorization Form**

User:

I understand and will abide by the District's Computer and Network Use Policy and Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense and that should I commit a violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal actions may be taken.

User Name (please print): _____

User Signature: _____ Date: _____

Parent or Guardian:

As the parent or guardian of this student, I have read the District's Computer and Network Use Policy and Internet Use Agreement. I grant permission for my son or daughter to access networked computer services, such as electronic mail and the Internet. I understand that this access is denied for educational purposes. I accept the fact that use of the Internet is a privilege and not a right. I further accept the fact that the Sagaponack Common School District has reserved the right to review all materials and revoke each person's privilege to use the Internet service as stated in the Privileges, Rights and Responsibilities section of the agreement. With regard to commercial services on the Internet, I will be liable for fees that the student incurs outside the framework of school authorizations.

Parent/Guardian Name (please print): _____

Parent/Guardian's Signature: _____

Telephone: _____ Date: _____