

# ONEONTA CITY SCHOOL DISTRICT ACCEPTABLE COMPUTER USAGE POLICY

The Oneonta City School District is please to offer students and staff of the district access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to the Library Media Specialist. All staff must also sign and return an agreement form to the Library Media Specialist.

Access to e-mail and the Internet will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further appropriate educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any 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. To that end, the Oneonta City Schools support and respect each family's right to decide whether or not to apply for access.

## **District Computer, Internet and E-Mail Rules**

Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students and staff to conduct research and communicate with others. Parent permission is required for students. **ACCESS IS A PRIVILEGE - NOT A RIGHT.** Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with all US laws governing telecommunications and every additional regulation set forth by this document and the Oneonta City School District and will honor the agreements they have signed. Beyond the clarification of such standards, the district will not be responsible for restricting, monitoring or controlling the communications of individuals utilizing the network until such time as it becomes necessary.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain systems integrity and ensure that users are using the system responsibly.

Users should not expect that files stored on or accessed by district computers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility of such guidance as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.

(Continued on back)

**PLEASE KEEP THIS INFORMATIONAL SHEET FOR YOUR RECORDS.**

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are **NOT** permitted:

- a. Removing or altering any hardware, software or supplies
- b. Damaging computers, computer systems or computer networks
- c. Sending, retrieving or displaying offensive messages or pictures or any defamatory, knowingly false statements, abusive, profane, sexually-oriented, threatening, or illegal material
- d. Using obscene language or sending or retrieving obscene materials (written or graphic)
- e. Publishing material promoting or advocating violence or destruction of property
- f. Harassing, insulting, attacking or threatening others
- g. Violating copyright laws
- h. Using another's password or trespassing in another's folders, work or files
- i. Intentionally wasting limited resources
- j. Employing the network for commercial purposes, product advertising or political lobbying

**Violations will result in a loss of access as well as other disciplinary or legal action.**

---

## ONEONTA CITY SCHOOL DISTRICT WEB PAGE POLICY

The Oneonta City School District has created an Internet home page at

**<http://www.oneontacsd.org/>**

All of the OCSD schools have links that come from this main web page. Hopefully, you have already had a chance to take a look at our district web page and our school web pages.

Our goal is to provide an overview of the schools in our district...classes, curriculum, programs and special activities throughout the year. These web pages have been designed for you, the parents, to keep up with what is going on. It is for your children, the students, to feel a pride of accomplishment through the inclusion of their projects, activities, and student work, as well as to help them with research topics and special projects. It is for your family, no matter where they live geographically, to help them keep in touch with their "special student." It is important to note that for safety reasons, no names are included with photos, and student work is identified with class and first name only, unless a signed parent/guardian approval is on file for students under 18 years of age.

**PLEASE FILL OUT THE ATTACHED USER AGREEMENT AND PARENT PERMISSION FORM.  
STUDENTS WHO DO NOT HAVE A SIGNED AGREEMENT / PERMISSION FORM ON FILE AT  
SCHOOL WILL NOT HAVE ACCESS TO SCHOOL COMPUTERS.**

**(11/03)**

**PLEASE KEEP THIS  
INFORMATIONAL SHEET FOR YOUR RECORDS.**

# COMPUTER USAGE AND WEB PAGE POLICY AGREEMENT FORM

## USER AGREEMENT

As a user of the **Oneonta City Schools** computer network I hereby agree to comply with the above stated rules - communicating over the network in a responsible manner while honoring all relevant laws and restrictions.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
Date

## PARENT PERMISSION FORM

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families will be held liable for violations. I understand that some materials on the Internet are objectionable, but I accept responsibility for guidance of Internet use — setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

- I \_\_\_\_\_ DO \_\_\_\_\_ DO NOT give my permission to use my child's *photo* on school web pages.  
I \_\_\_\_\_ DO \_\_\_\_\_ DO NOT give my permission to use my child's *work* on school web pages.  
I \_\_\_\_\_ DO \_\_\_\_\_ DO NOT give my permission to use my child's *1<sup>st</sup> name* on school web pages.  
I \_\_\_\_\_ DO \_\_\_\_\_ DO NOT give my permission to use my child's *last name* on school web pages.

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade and Team / Teacher

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Telephone

**(11/03) PLEASE RETURN THIS COMPLETED FORM TO YOUR HOMEROOM TEACHER.**