

SUBJECT: TELECOMMUNICATIONS USE

Responsibilities of Students

As account holders/users of data/voice/video equipment and/or network services, students must adhere to all policies and procedures outlined in the Telecommunications Use Policy/Administrative Regulation, the Highland Central School District Code of Conduct, and the Parent/Student Handbook. Student responsibilities generally apply to using school technology resources for educational purposes such as improving academic performance or using technology to improve student achievement. **Prior to Telecommunications Use, a signed User Agreement and Waiver Form must be on file. (ATTACHMENT)**

Responsibilities of Highland Employees (Teaching and Non-Teaching)

As account holders/users of data/voice/video equipment and/or network services, employees must adhere to all policies and procedures outlined in the Telecommunications Use Policy/Administrative Regulation, the Highland Central School District Code of Conduct, and Faculty/Staff handbook. Employee responsibilities generally apply to using the school's technology resources to improve instruction, data collection, improve efficiency in office operations and to improve job performance in accordance with the expectation of the Highland Central School District. **Prior to Telecommunications Use, a signed User Agreement and Waiver Form must be on file. (ATTACHMENT)**

Sanctions

All account holders/users using the Highland Central School District data/voice/video equipment and/or network are required to comply with the rules set forth in this Administrative Regulation. Failure to comply may result in disciplinary proceedings as well as suspension and/or revocation of access privileges.

Illegal activities are strictly prohibited. Any information pertaining to or suggestive of any illegal activities or in violation of the Telecommunications Use Policy/Administrative Regulation, the Highland Central School District Code of Conduct, or the respective student/faculty/staff handbook may be reported to the proper authorities. Transmission of any material in violation of any federal, state, and/or local law or regulation is prohibited.

Responsibilities of the Highland Central School District

While the Internet provides a wealth of knowledge, there is also a large amount of inaccurate or misinformation on the Internet. Neither the Highland Central School District nor the Access Provider makes warranties of any kind, either express or implied, for the access being provided. Further, neither the Highland Central School District nor the Access Provider assume any

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responsibility for the quality, availability, accuracy, nature, or reliability of the material of the Internet. Account Holders/Users use the information at their own risk.

Neither the Highland Central School District nor the Access Provider will be responsible for any damages suffered by any Account Holder/User resulting from use of the Internet. Nor will Highland Central School District or the Access Provider be responsible for unauthorized financial obligations resulting from use of the Internet.

Highland Central School District or the Access Provider may use technical or manual means to regulate access and information on the Internet (Internet Content Filtering), but these methods do not provide a foolproof means of enforcing the Highland Central School District's Telecommunications Use Policy. Each Account Holder/User will be responsible for abiding by the guidelines set forth herein.

Nothing herein shall be construed to infringe upon or impair any Constitutional Rights of the Account Holders/Users.

Acceptable Use and Conduct

Access to the Internet on the Highland Central School District's data/voice/video network is provided solely for educational purposes and research. Use of the Internet is a privilege, not a right. Inappropriate use (as defined in this regulation) may result in suspension or revocation of that privilege.

Each person issued an account, (an "Account Holder") shall be responsible at all times for its proper uses. All Account Holders will be issued a login name and password. Passwords may be changed periodically.

Other persons granted use of the Internet and its parts will be known as "Users." These Users must also abide by the Telecommunications Use Policy/Administrative Regulation put forth by the Highland Central School District. Prior to Telecommunications Use, a signed User Agreement and Waiver Form must be on file.

All Account Holders/Users must not use language that is obscene, profane, vulgar, indecent, and/or libelous.

Each person seeking issuance by the Highland Central School District of an access account (login name) must submit a signed User Agreement and Waiver Form. Students must also return a signed Parent/Guardian Consent and Waiver Form. Signatories to these waiver forms agree to

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hold Highland Central School District, and the Internet Access provider, Mid-Hudson Regional Information Center (MHRIC), harmless for material acquired or contracts made on the Highland Central School District's network or on the Internet. The forms are kept on record and the agreement remains intact for the duration of a student's educational stay or an employee's employment at the Highland Central School District.

Prohibited Activity and Uses

The following is a list of prohibited activities concerning use of the Data/Voice/Video network by Account Holders/Users. This is not a complete list of prohibited activities but seeks to provide examples of prohibited use. The Highland Central School District will bear the responsibility for the determination of whether an activity is inappropriate. Violation of any of these prohibitions may result in disciplinary proceedings and consequent penalties, including suspension or revocation of an Account Holder's/User's access to the data/voice/video network.

1. Using the data/voice/video network equipment for commercial activity, including advertising
2. Infringement on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting, or making available any copyrighted software on the district computer network without the permission of the owner
3. Using the Internet or other data services to receive, transmit, or make available to others communications or materials that are obscene, indecent, vulgar, libelous or harassing and abusive to others
4. Using another Account Holder/User's account or password
5. Attempting to read, delete, copy, or modify the electronic mail (e-mail) of other Account Holders/Users to send and/or receive e-mail
6. Forging or attempting to forge e-mail messages
7. Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy Highland Central School District data/voice/video network equipment or materials, data of another Account Holder/User or any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the Highland Central School District data network.
8. Using the Internet to transmit anonymous messages or files
9. Violations of privacy and/or public safety - revealing personal information about others or self, which could be deemed private and/or dangerous. Revealing the personal address, telephone number, or other personal information of oneself or another person
10. Using the data/voice/video network in a fashion inconsistent with the directions from teachers and other supervisory staff
11. Using the data/voice/video network in a manner which violates another school district policy

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12. Language or use that is inappropriate in an education setting or violates district rules.
Inappropriate language that is obscene, lewd, profane, indecent, or vulgar is prohibited.
13. Downloading any obscene or indecent material is strictly forbidden *
14. Dangerous information – information that if acted upon could cause damage or present danger of distribution to the educational process
15. Communication used to plan or to further criminal activity
16. Harassing or unwanted contacts: This includes the use of e-mail to harass another person or organization, to personally attack another person or organization including prejudicial or discriminatory attacks; to directly threaten another person or organization; or to disseminate false or defamatory material about a person or organization
17. “Spamming” or mass mailing by e-mail for solicitation purposes
18. The unauthorized accessing of school electronic records or other governmental records
19. Any other activity, which would violate Federal and State law or Highland Central School District Policy

* Please Note: The definition of obscene or indecent material shall be in keeping with the applicable Federal Law.

No Privacy Guarantee

Account Holders/Account Users using the Highland Central School District data/voice/video network equipment should not expect, nor does Highland Central School District guarantee privacy for e-mail or any use of the Highland Central School District data/voice/video network. Highland Central School District reserves the right to access and view any material stored on its equipment or any material used in conjunction with Highland Central School District’s data/voice/video network.