

**Mattituck-Cutchoque UFSD
Student Computer, Network and Internet Use Agreement (AUP)**

The Mattituck-Cutchoque UFSD provides a computer network and Internet resources for student use. This document is intended to provide a basic familiarity of the concepts contained in the Computer Network Acceptable Use Board Policy and the Code of Conduct as it relates to the use of technology. The complete documents may be found on the District website and in each school. For the purposes of this document, District technology shall be defined as any district-owned electronic device which is used for computing, communicating, or recording. This may include, but is not limited to, computers, servers, scanners, printers, routers, switches, iPods, cameras, and phones.

All students will have access to Internet information resources through classrooms, library, or school computer labs. Parents may specifically request that their children's Internet and/or email access be withheld by notifying the District in writing. Forms are available on the District website and in each building.

The District computer network has not been established as a public access service or a public forum. The District will make all decisions as to the suitability of online materials and has the right to place restrictions on the material accessed or posted through the District technology. Students are responsible for their actions and activities involving District technology.

Confidentiality

Students who use the District's technology must not expect and the district does not guarantee privacy for any use. The District reserves the right to access and view any material that is created and accessible through the District's technology. As appropriate computer use will be monitored by district staff.

Due Process

In the event that a student has violated the Computer Network Acceptable Use Board Policy and/or Code of Conduct as it relates to technology, he/she will be advised of the suspected violation and will be given an opportunity to present an explanation. Violation may result in the suspension of computer privileges and/or other disciplinary action consistent with the District's Code of Conduct. The District will fully cooperate with local, state and federal officials in any investigation related to any illegal activities conducted through District technology.

Email

At the elementary level, each class may have one account that is managed and supervised by the classroom teacher for web-based or collaborative activities. Secondary students will be provided with individual email accounts for classroom or extracurricular activities at the request of the teacher and with the written approval of their parent/guardian. Each student and his/her parent must sign an account agreement prior to being granted an individual email account.

Illegal Activities

Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to access another person's files. These actions are illegal, even if only for the purposes of "browsing".

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

District nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws.

Software, music, videos, and most other electronic media are protected by copyright laws. Therefore, downloading, creating, storing or distributing unauthorized copies of this media is prohibited.

Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use or that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Inappropriate Materials/Language

District technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates violence or discrimination towards other people (hate literature) may not be accessed. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member.

Language that is obscene, profane, sexual, rude, inflammatory, threatening or disrespectful may not be used at any time.

The District's computer network and Internet resources are considered a limited forum, similar to the school newspaper; therefore, the District may restrict student speech for valid educational reasons.

Liability of Users

Users are responsible for any financial costs, liabilities, or damages incurred by the District as a result of improper use of District technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

Limitation of District Liability

The Mattituck-Cutchogue UFSD makes no guarantee that the functions or services provided by or through District technology will be error-free or without defect. The District will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on District technology and will not be responsible for financial obligations arising through its unauthorized use.

Network Security

The following actions are prohibited:

- Damaging District technology in any way;

- Installing software to District technology, including any downloads, games, hacking tools, music sharing or video sharing applications or others or attempting to run such software from a personal device such as a thumb/flash drive or any other media/device;
- Disclosing passwords to another person;
- Attempting to find security problems, as this effort may be construed as an attempt to gain illegal access to the network;
- Attempting to gain unauthorized access to files stored on computers or network servers;
- Using District technology to post materials or establish email accounts unless required and authorized as part of a curriculum project;
- Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or any other means
- Students are expected to take reasonable precautions to prevent others from using their accounts as they may be held responsible for these actions. Students must immediately notify a staff member if a security problem is identified.

Personal Safety

- Personal contact information about oneself or other people must not be posted. This includes, but is not limited to, last names, telephone numbers, school or work addresses, and pictures. Email account passwords must not be shared.
- Any inappropriate messages received must be immediately reported to a staff member. Students should never meet with someone they have met online without their parent's approval.

Proper Use

- Students may use District technology for class, extracurricular, college and career development, and other high quality educational activities. Games and non-school-related activities are not permitted at any time.
- Students must not use District technology for commercial purposes including offering, providing, or purchasing products or services.
- District technology must not be used for political lobbying; however, students may communicate with elected representatives to express opinions on political issues.
- Anonymous messages may not be sent or posted at any time using District technology.

Respecting Others

- Students should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable.
- Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the permission of the sender.

By signing the "Commitment to Mattituck-Cutchoque UFSD's Proper and Acceptable Student Technology Use Document," users acknowledge receipt and understanding of this document and will abide by its contents.

Adoption date: **August 18, 2016**

Student Computer, Network and Internet Use Agreement Authorization Form/Acceptable Use (AUP)

Student Section:

I have read the district's Computer, Network and Internet Use Policy (4526). I understand that this access is designed for educational purposes. I will abide by the district's Computer, Network and Internet Use Policy and any other computer related regulations. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked and school disciplinary and/or appropriate legal actions may be taken.

Student Name:	Signature:
	Date:

Parent or Guardian:

I have read the districts Computer, Network and Internet Use Policy (4526). I understand that this access is designed for education purposes. I also recognize it is impossible for the Mattituck-Cutchogue UFSD; its Board of Education; agents; administrators; faculty; and staff to restrict access to all controversial materials and accordingly, I will not hold it (them) responsible for materials my child may access on the network. Further I accept full responsibility for supervision if and when my child's use is not in a school setting.

- I hereby GRANT PERMISSION to the Mattituck-Cutchogue School District to issue an internet access account for my child and certify that the information contained on this form is correct.
- I DO NOT grant permission for my son/daughter to access the computer network or internet at the Mattituck-Cutchogue School District.

Parent/Guardian Name:	Signature:
Address:	Date:
Telephone (home):	Telephone (cell):