

Bolton Central School Network Acceptable Use Policy

I. ACCESS:

All students will have access to the network/internet through their school-issued device, through their personal cell phone, or in one of the school computer labs.

II. PERSONAL SAFETY:

A. You will not post personal contact information about yourself or other people. Personal contact information includes your first and last name, telephone number, etc.

B. You will not agree to meet with someone you have met online.

C. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

III. ILLEGAL ACTIVITIES:

A. You will not attempt to gain unauthorized access. This includes attempting to log in through another person's account or access another person's files.

B. You will not make deliberate attempts to disrupt the computer system or destroy data.

C. You will not engage in any illegal act using the school network including, but not limited to, downloading illegal copies of books, music, etc.

IV. SYSTEM SECURITY:

A. While using a school network account, you should take all reasonable precautions to prevent others from being able to use your account.

B. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

C. You will avoid the spreading of computer viruses.

V. INAPPROPRIATE ACTIONS:

A. Restrictions against inappropriate language apply to public messages, private messages, and materials posted on web pages.

B. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in your electronic correspondence.

C. You will not post information that could cause damage or a danger of disruption.

D. You will not engage in personal attacks.

E. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop communicating with them electronically, you must stop.

F. You will not knowingly or recklessly post false or defamatory information.

G. You will not intentionally attempt to circumvent the web filter put in place by the school or assist others in doing so.

VI. RESPECT FOR PRIVACY:

- A.** You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- B.** You will not disclose private information about another person.

VII. RESPECTING RESOURCE LIMITS:

- A.** You will use the system only for educational activities. Limits on use for educational activities will be directed by your teacher.
- B.** You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- C.** E-mail should be checked frequently, deleting all unneeded messages.

VIII. PLAGIARISM, ACADEMIC DISHONESTY, AND COPYRIGHT INFRINGEMENT:

- A.** You will not plagiarize works that you find on the Internet. Plagiarism is the taking of ideas or writings of others and presenting them as if they were yours.
- B.** You will not share your individual and original digital work with other students for the purpose of providing answers or responses to assignments or assessments.
- C.** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask your teacher.

IX. INAPPROPRIATE ACCESS TO MATERIAL:

- A.** You will not use the computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).
- B.** If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.
- C.** Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter, staying within school rules.

X. PERSONAL DEVICES:

- A.** Students may not attempt to access the wireless network without permission.
- B.** Only enrolled personal devices will be allowed to access the computer network.
- C.** You will not intentionally attempt to circumvent the web filter put in place by the school or assist others in doing so.

XI. USE OF SCHOOL DEVICES (see Bolton Central School Device User Agreement)

XII. INDIVIDUAL SITUATIONS

A. Free Speech: Your right to free speech applies to your communication on the Internet. The Internet is considered a limited forum and therefore Bolton Central School may restrict your speech for valid educational reasons. Bolton Central School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

B. Search and Seizure: You should not expect privacy in the contents of your files on the network. The situation is similar to your school locker. Routine maintenance and monitoring of school equipment may lead to discovery that you have violated this policy, the school rules, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school rules, or the law. The investigation will be reasonable and related to the suspected violation.

C. Due Process: Bolton Central School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted. In the event there is a claim that you have violated this policy, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator or you will be provided with notice and opportunity to be heard in the manner set forth in the Code of Conduct. If the violation also involves a violation of other provisions of the Code of Conduct, it will be handled in a manner described in that document. Additional restrictions may be placed on your use of the school network.

D. Limitation of Liability: Bolton Central School makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Bolton Central School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Bolton Central School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Bolton Central School will not be responsible for financial obligations arising through the unauthorized use of the system.

E. Personal Responsibility: When you are using the school's computers or network, it may feel like you can easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are actually better than they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong—and that person is you. Your use of the Internet can be a mirror that will show you what kind of person you are.

Last revision (6/7/22)