



**MILFORD CENTRAL SCHOOL DISTRICT  
POLICY# 4526  
ACCEPTABLE USE OF COMPUTERS  
& THE INTERNET**

REQUIRED  
 LOCAL  
 NOTICE

The Board of Education is committed to optimizing student learning and teaching. The Board considers access to a computer network, including the Internet, to be a powerful and valuable educational, research, and business tool, and encourages the use of computers and computer-related technology in district classrooms and offices for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control, monitor, and manage access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites.

All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of district computer resources. The computer network coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

With increased concern about identity theft, unwarranted invasion of privacy and the need to protect personally identifiable information, prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the computer network coordinator. The computer network coordinator will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

The computer network coordinator will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Adopted: July 24, 2018



# MILFORD CENTRAL SCHOOL DISTRICT

## POLICY# 4526-R

### ACCEPTABLE USE OF COMPUTERS & THE INTERNET REGULATION

<input type="checkbox"/> REQUIRED
<input checked="" type="checkbox"/> LOCAL
<input type="checkbox"/> NOTICE

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

#### I. Administration

- The Superintendent of Schools shall designate a computer network coordinator to oversee the district's computer network.
- The computer network coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The computer network coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The computer network coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
- The computer network coordinator shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- The computer network coordinator will review staff requests to use 'cloud-based' educational software/applications to ensure that personally identifiable information (PII) is protected in accordance with district standards prior to student use.
- All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district office.

#### II. Internet Access

- Students and employees will be provided Internet access through individual access accounts.
- Student Internet access may be restricted depending on the grade level.
- All users will be prohibited from accessing social networking sites; playing online games; purchasing or selling anything online (unless authorized for district purposes).
- Students are not to participate in chat rooms.
- Students and employees will have individual e-mail addresses.

### III. Acceptable Use and Conduct

- Access to the district's computer network is provided for educational and business purposes consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords must be changed periodically.
- Only those network users who have properly registered their device with the computer network coordinator, or who have been issued a district-owned device, may access the district's system from off-site (e.g., from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

### IV. Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of 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 network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user

- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette

#### V. **No Privacy Guarantee**

Individuals using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

#### VI. **Sanctions**

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

#### VII. **District Responsibilities**

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Adopted: July 24, 2018



# MILFORD CENTRAL SCHOOL DISTRICT

## POLICY# 4526-E1

### STUDENT ACCEPTABLE USE AGREEMENT

<input type="checkbox"/> REQUIRED
<input checked="" type="checkbox"/> LOCAL
<input type="checkbox"/> NOTICE

Students in the Milford Central School District have access to vast amounts of information through our computer networks and the Internet using **Information and Communication Technologies (ICT)**. Accordingly, the school has established a policy for the use of the technology along with rules governing the behavior of students who access it.

All student members of the MCS District are expected to follow certain measures to ensure the safety and security of students and the school's network.

#### Students shall:

- follow the Student Code of Conduct. This includes using only appropriate language when online and avoiding any website which may contain inappropriate content and/or language;
- follow rules for using resources, time limits, and printing instructions provided to them by staff members;
- follow appropriate procedures for care of all school technology;
- take precautions to prevent others from gaining access to their individual accounts;
- report violations of these rules to staff;
- properly cite material gleaned from Internet sources and follow copyright rules;
- adhere to all district policies; and
- respect the privacy and dignity of students and teachers at all times.

#### Students shall not:

- play games not intended for educational purposes, conduct commercial activities for profit, advertise products, incur any financial liability or conduct political lobbying;
- use the Internet illegally in ways that violate federal, state, or local laws or statutes or to access or transmit pornographic and educationally inappropriate material or files which are dangerous to the integrity of the network;
- lend their logins and passwords to anyone;
- log on with someone else's account or vandalize, which is defined as any malicious attempt to harm or destroy data of another user on the Network/Internet and includes the uploading or creation of computer viruses;
- interfere with the ability of other users to make effective use of the school's technology resources;
- use e-mail, social networking sites, or other systems for personal communication;
- download, copy, remove, or alter school software or install any personal software on school ICT;
- falsifying one's identity to others while using the Network/Internet and ICT;
- change any files that do not belong to the user;
- engage in cyberbullying activities;
- reveal their personal information including home address or phone number(s) or those of others.

#### Property

Technology, software, and the Internet, including e-mail provided by MCSD (if available), are the property of the school district. The MCS District reserves the right to access or monitor all Internet and ICT activity.

## AGREEMENT

Parents/Guardians and students must sign and return this form to the student's teacher or computer room staff. If this form is not signed by both parties and on file with the school, the student will be denied Internet and Network access.

**To Be Completed by all Parents/Guardians:**

I give permission for my child to participate in the use of the Internet and Network at MCSD. I realize that s/he will be able to access major networks throughout the world using the Internet. I understand that this access is designed and intended for educational purposes only.

I have read the MCS Acceptable Use of Computers & Internet Policy (4526) with my child. We agree to abide by the rules contained therein. I understand that MCS prohibits students from accessing inappropriate materials and will not hold MCSD accountable for unsuitable materials acquired by my child through Internet use at school.

Child's Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To Be Completed by all Students:**

I understand that use of the Internet and Network at MCSD is a privilege and I will abide by the MCSD Acceptable Use of Computers & Internet Policy (4526). I understand that I may only use the Internet and Network for educational purposes as directed by my teachers. I will not access inappropriate materials on the Internet. I understand that if I commit any violation of the policy, I will lose my access privileges and may be disciplined for my actions.

Student's Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# MILFORD CENTRAL SCHOOL DISTRICT

## POLICY# 4526-E2

### EMPLOYEE ACCEPTABLE USE AGREEMENT

REQUIRED  
 LOCAL  
 NOTICE

Employees in the Milford Central School District have access to vast amounts of information through our computer networks and the Internet. Accordingly, the school has established a policy for the use of the technology along with rules governing the behavior of individuals who access it.

All employees of the Milford Central School District are expected to follow certain measures to ensure the safety and security of students and the school's network.

#### Employees shall:

- use the network in a fashion consistent with directions from administration and generally accepted network etiquette;
- take precautions to prevent others from gaining access to their individual accounts; and
- report violations of these rules to administration.

#### Employees shall not:

- Use the network for commercial activity, including advertising.
- Infringe on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Use the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Use the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Use another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forge or attempt to forge e-mail messages.
- Engage in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of 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 network.
- Use the network to send anonymous messages or files.
- Reveal the personal address, telephone number or other personal information of another person.
- Intentionally disrupt network traffic or crash the network and connected systems.
- Install personal software or use personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
- Use district computing resources for commercial or financial gain or fraud.
- Steal data, equipment or intellectual property.
- Gain or seek to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user
- Wastefully using finite district resources.
- Change or exceed resource quotas as set by the district without the permission of the appropriate district official or employee.
- Use the network while access privileges are suspended or revoked.

**Property**

Technology hardware, software, and the Internet resources, including e-mail provided by Milford Central School District, are the property of the school district.

**No Privacy Guarantee**

Individuals using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

**AGREEMENT**

I understand that use of the Internet and computer network at Milford Central School District is a privilege and I will abide by the district's Acceptable Use of Computers & Internet Policy (4526).

I have been provided with a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. I agree to adhere to the staff policy and the regulations adopted by the District. I shall report all student violations of the District's policy on student use of computerized information resources to District officials.

I understand that failure to comply with these policies and accompanying regulations may result in the loss of my access to the network and may, in addition, result in the imposition of discipline under the law and/or the applicable collective bargaining agreement. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District.

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Staff Member Signature

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Date

Adopted: July 24, 2018