

# **Amsterdam School Information Technology Policy Handout**

## **A. Use of Computer Network for Educational Purpose**

The Computer Network has been established for educational purposes including classroom activities, career development, and limited personal research. It has not been established as a public access service or a public forum. The school has the right to place reasonable restrictions on the material students access or post through the system. Students are also expected to follow the rules set forth in the district student conduct regulations in your student handbook. Students may not use the Computer Network for commercial purposes. This means students may not offer, provide, or purchase products or services.

## **B. Student Internet Access**

Students will have access to the Internet only under their teachers' direct supervision. Students may be provided with individual e-mail accounts under special circumstances, at the request of their teachers and with the approval of their parents.

## **C. Unacceptable Computer Uses**

### **1. Personal Safety**

Students will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone, school address, work address, etc. Students will not agree to meet with someone you have met online without your parents' approval. Students will promptly disclose to teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable. Students will not access any websites that they are not of the legal age to use i.e. social networking sites such as FaceBook or MySpace.

### **2. Illegal Activities**

Students will not attempt to gain unauthorized access to the Computer Network or to any other computer system through the Computer Network or to go beyond their authorized access. This includes attempting to log in through another person's account or to access another person's files. These actions are illegal, even if only for the purposes of "browsing." Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. Students will not use the Computer Network to engage in any other illegal act, such as arranging for the purchase or sale of alcohol or other drugs, engaging in criminal gang activity, threatening the safety of another person, etc.

### **3. Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage to others or the danger of disruption to the school. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending them messages, they must stop. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

### **4. Respecting Resource Limits**

Students will use the system only for educational and career development activities and limited, high-quality, personal research. Students will not download files unless they have the direct permission of a teacher.

### **5. Plagiarism and Copyright Infringement**

Students 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 your own. Students will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If they are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If students have questions they should ask a teacher.

### **6. Inappropriate Access to Material**

Students will not use the Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of student's access is to conduct research and both teacher and parent have approved. If students mistakenly access inappropriate information, they should immediately tell their teacher or another District employee. This will protect them against a claim that they have intentionally violated this Policy. Parents should instruct students if there is additional material that they think it would be inappropriate for a student to access. The district fully expects that students will follow their parent's instructions in this matter.