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**Student Acceptable Use Policy**

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**HPCSD BOE POLICY 4526 -**

**COMPUTER USE IN INSTRUCTION (or ACCEPTABLE USE POLICY)**

The Board of Education is committed to optimizing learning. The Board considers access to the Internet to be a powerful and valuable educational and research tool, and strongly encourages the use of computers and computer-related technology in and outside of district classrooms for the purpose of advancing and promoting a resource rich environment responsive to the individual student.

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 necessity in a digital learning environment and this use entails personal responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may control certain kinds of online activity, access to specific websites, social media, other online resources and bandwidth usage.

Regulations and handbooks, to be developed by the Superintendent, in consultation with the district's Technology Committee will provide specific guidance, as well as rules governing the use and security of the District's computer network. 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, which may include but is not limited to, revocation of computer access privileges, suspension, or termination.

With increased concern about identity theft, it is very important for the district to protect the personally identifiable information (PII) and privacy of our students. (Note that the district email address is not considered PII.) Thus, for any resource that requires an ID or permissions to the users' resources, prior to use of any cloud-based educational resource not already approved by the district, staff (or students via staff) must get approval from the Director of Technology. The Director 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 Superintendent, working in conjunction with the designated purchasing agent for the district, and the Director of Technology, 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.

Cross-reference:

5300, Code of Conduct

5695, Student Use of Personal Electronic Devices

Revised: May, 2016

Adopted: November 12, 2009 / October 17, 2016



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### **Agreements**

1. All users of the HPCSD network and equipment must comply at all times with the Hyde Park CSD Acceptable Use Policy #4526.
2. All users are accountable to all school, district, local, state, and federal laws.
3. The student is completely responsible for the device and its accessories while it is checked out and will not be permitted to loan the device or accessories to anyone else.
4. Any issues or concerns with the student's assigned device or with internet access must be reported to Technical Services promptly. Technical Services will manage all repairs for devices.
5. All rules and guidelines are in effect before, during, and after school hours, for all HPCSD devices whether on or off the school campus.
6. All files stored on HPCSD equipment, network, or associated cloud storage are property of the district and may be subject to review and monitoring.
7. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
8. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
9. Students may only log in under their assigned usernames. Students may not share their passwords with other students.
10. Any failure to comply with the rules outlined in this document, or in district policy, may result in disciplinary action. HPCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
11. All users are expected to follow existing copyright laws and educational fair use policies.

### **Unacceptable conduct includes, but is not limited to, the following:**

1. Gaining unauthorized access anywhere on the network
2. Revealing the home address or phone number of one's self or another person
3. Invading the privacy of other individuals
4. Using another user's account or password, or allowing another user to access your account or password
5. Coaching, helping, observing or joining any unauthorized activity on the network
6. Posting anonymous messages or unlawful information on the network
7. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
8. Falsifying permission, authorization or identification documents
9. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
10. Knowingly placing a computer virus on a computer or network
11. Attempting to access or accessing sites blocked by the District filtering system.



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**Sign and return this page to the Building Main Office.**

**Signatures**

**STUDENT** - I have read the *Hyde Park Central School District Acceptable Use Policy* and understand the policies relating to acceptable use of the Hyde Park Public School District devices, systems and the internet and agree to abide by them. I further understand that any violation of the guidelines and policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked. School disciplinary action may be taken, and/or appropriate legal action may be taken.

School: \_\_\_\_\_ Grade: \_\_\_\_\_

User's Full Name (please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN** – As the parent or guardian of this student, I have read the *Hyde Park Central School District Acceptable Use Policy* and school district policies relating to the acceptable use of the school district computer systems and the internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials accessed on the Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I certify that the information contained on this form is correct.

Parent or Guardian Name (please print):

\_\_\_\_\_

Parent or Guardian Signature:

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