CONDITIONS FOR USE OF TECHNOLOGY RESOURCES
IN THE MASSAPEQUA PUBLIC SCHOOLS
RESPONSIBLE USE POLICY

The information in this document pertains to the use of technology resources in the District, and is based upon District policy 4526, Technology Network for Education (also known as the Responsible Use Policy, or RUP).

It is the mission of Massapequa School Public Schools to empower students and staff through the effective and efficient use of ubiquitous technology.

Having access to technology systems and networks owned or operated by Massapequa Public Schools imposes certain responsibilities and obligations for all users. It is granted, subject to District policies, as well as local, state, and federal laws. Responsible use of technology is always ethical, reflects academic honesty, and shows respect for equipment, resources, data, and information systems. Responsible users demonstrate consideration for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy and freedom from intimidation and harassment. Responsible users make informed choices, are held accountable for their behavior and demonstrate appropriate digital citizenship.

In a continuing effort to ensure the safety and privacy of our school community, staff, parents and students are encouraged to review the policy and regulations regarding the use of technology that have been adopted by the District. Should you have any questions, please feel free to contact your child's school. To view the entire Board policy and Superintendent's Regulation, please visit www.msd.k12.ny.us/RUP.

Responsible Users:

1. Understand resources are for authorized purposes only, and are used to meet educational objectives;
   a. Use software, applications, the Internet, programs, services and devices/equipment as indicated by staff. This includes resources accessed on District equipment and/or personal devices.
   b. Users should access only information that is their own, that is publicly available, or to which they have been given authorized access.
   c. Using District systems for commercial or partisan political purposes, such as using e-mail to circulate advertising for products or political candidates, or the use the District's systems or networks for personal gain; such as performing work for profit with District resources in a manner not authorized by the District, is prohibited.

2. Recognize the importance of maintaining privacy of oneself and others;
   a. Protect user ID information and passwords from unauthorized use. Users are responsible for all activities on their accounts or originating from their accounts.
   b. Use only assigned ID information and passwords. Never use another person's system, user ID, password, or private data.
   c. Users may only access, modify, utilize, and/or collaborate on files and/or resources of another user when given permission to do so by the owner.

3. Respect and protect district technology resources;
    a. Observe all security measures and/or content filters. Do not attempt to override or bypass security features and systems.
    b. Be considerate in the use of shared resources. Refrain from controlling systems, running bandwidth-heavy resources unnecessarily (such as streaming music or videos), overloading networks with excessive data, degrading services, sending mass-emails unnecessarily, monopolizing equipment or resources, and wasting disk space, printer paper, or other resources.
    c. Be mindful that engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to District data, is both a violation of the District's Code of Conduct and a violation of law. This includes attempts to decode passwords or access controlled information.
    d. Users are required to report any vandalism. Vandalism includes damaging, maliciously using, or disruption to technology equipment, files, data, resources or the network in any way.

4. Protect the safety and security of all users;
    a. Using the network to receive, transmit or make available to others material deemed obscene, offensive, or sexually explicit material, or racist, sexist, abusive or harassing to others, is a violation of the District's Code of Conduct and a violation of law.
    b. Network systems may not be used to harass, bully or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.

5. Recognize copyrighted and intellectual property;
    a. All users are expected to follow copyright laws and educational fair-use policies.
    b. Users are expected to use only legal versions of copyrighted material in compliance with vendor license requirements.
    c. Making or using illegal copies of copyrighted materials, storing such copies on District systems, or transmitting them over District networks is a violation of District policy.

6. Understand their responsibilities when using network and/or online resources;
    a. Users are expected to understand the access and visibility of material they post to network and/or online resources, as well as methods to control the access and visibility of what they post. Users that are unsure of these aspects should refrain from posting material until receiving additional guidance from District staff and/or acquiring a clearer understanding in this regard.
    b. It is the responsibility of network users to verify the integrity and validity of all information found on the Internet.
    c. The District maintains a comprehensive program of instruction for students on appropriate Internet safety, behavior, and etiquette, including online interactions with others and cyberbullying awareness and response. Users must understand that all aspects of the District's Code of Conduct apply when online.
    d. The District is not responsible for any loss of data, service interruptions, non-deliveries, whether caused by its own error, equipment failure, negligence or user errors.

7. Engage in any other activity that does not comply with the General Principles presented above.

Enforcement

The Massapequa Public Schools consider any violation of responsible use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on District networks and systems allegedly related to unacceptable use, and to protect its network and systems from events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Code of Conduct and also may be subject to prosecution under state and/or federal law.

Privacy

Users should have no expectation of privacy from District officials regarding electronic mail (e-mail), home directories or any use of the District's technology network, systems or online resources. The District reserves the right to access and view any material stored on District equipment or any material used in conjunction with the District technology network, systems and online resources.

Information Disclaimer

Individuals using network systems owned by The Massapequa Public Schools, regardless if access is on District-owned equipment or on personally-owned equipment linked to the District's network (e.g. via its wireless infrastructure or remote access), do so subject to applicable laws and District standards, protocols and policies. Network accounts will only be maintained for students and eligible staff during their time enrolled/employed in the District, and will be disabled upon their exit. Users should have no expectation of network access or access to files/records stored on the network or Internet-based systems maintained by the District after their exit from the District. The Massapequa Public Schools disclaims any responsibility and/or warranties for information and materials residing on non-District systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the Massapequa Public Schools, its faculty, staff, or students.

For further information, please refer to Board of Education policy 4526 – Computer Network for Education & its accompanying regulation (4526-R), which is available on the District's website and in each school building.

INDEPENDENT INTERNET ACCESS

As noted above, the Internet provides valuable resources to students and staff. In this regard, it is common for students to be provided supervised, independent access to the Internet via the District's restricted network environment.

While the level of supervision & access varies based on grade level and purpose, student access is always provided in a restricted environment and monitored, both by on-hand staff and electronically via activity logging. Students are provided age-appropriate instruction on Internet safety and the standards for use as previously noted.

Independent access to the Internet via the District's technology network will only be provided to individuals for whom a signed *Acknowledgement of Responsibilities* (last page of this document) is on file. This document is required to be completed by students and parents upon enrollment, and during grades 3, 7, & 9. Staff must complete upon hire. Completed forms should be returned to the building Library Media Specialist.

"RESPONSIBLE USE POLICY"

ACKNOWLEDGMENT OF RESPONSIBILITIES
FOR INDEPENDENT INTERNET ACCESS

I understand and will abide by the Terms and Conditions contained in the Massapequa Public School's Technology Network for Education policy and applicable laws, ordinances, rules and regulations.

I understand that I have no right to privacy when I use the District's technology network and the Internet, and I acknowledge that District staff will monitor my use and communication.

I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school/district disciplinary action may be taken and/or appropriate legal proceedings may be instituted against me.

Save Harmless

The Internet user and parent or guardian (where Internet user is a student) executing this acknowledgment agree to hold the Massapequa Public Schools harmless for any unethical practice, misuse, violation of district policy, or federal, state or local laws, ordinances, rules or regulations and any monetary damages or penalties attendant thereto, as well as any damages or losses to hardware, software or data occasioned by such use. It is also expressly acknowledged that the District makes no warranties of any kind, express or implied, for the service, access, or information it is providing pursuant to the district's Technology Network for Education policy.

Name (please print) _____

User Signature: _____ Date_____

Parent or Guardian (Where Internet User is a Student)

As the parent or guardian of this student, I have read the policy for educational purposes and that the Massapequa Public Schools has taken available precautions to eliminate controversial material. However, I also recognize that it is impossible for the District to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the Internet.

If and when my child's use of the District's technology network is not in a school setting, I will monitor my child's use of the system and his/her potential access to the Internet and will accept responsibility for supervision in that regard.

I hereby give permission to issue an account for my child in the school's technology network that will allow access to the Internet.

I certify that the information contained on this form is correct.

Parent/Guardian's Name (please print)_____

Parent/Guardian's Signature_____ Date_____