

## **DISTRICT COMPUTER, NETWORK AND INTERNET USE POLICY FACULTY, STAFF, AND STUDENT**

### **Computer, Network and Internet Use Policy**

The Southampton Board of Education affirms the District's commitment to preparing students for the 21st century and global society. Students need to be technologically literate to become successful, productive citizens and to succeed in an internationally competitive workforce.

Educational technology is to be integrated into instruction and management to promote student learning, while enhancing both the teaching process and the operations of the school system. Through the use of such technology, instruction will be delivered so that students and District personnel can access and process information as well as manage and communicate information.

The applicable use of computers/devices and technology will be communicated to all users throughout the district. The use of computers/devices and networks will provide for the facilitation of the exchange of information to further communication, education, and research: and is, accordingly, consistent with the mission of the Southampton Union Free School District. The messages and documents residing within created and/or transmitted on any computer, network, or LMS may be subject to the District's monitoring and review. The District administration reserves the right to supervise the use of all computers/devices, networks and to inspect the information and content they contain. A Computer/Device, Network, and Internet Use Agreement Authorization Form must be completed by each person requesting access to the district's computers/devices or networks. Any use without authorization is prohibited.

Use of District computers/devices and networks for private or commercial business, political or religious purposes is prohibited. Use of District computers/devices and/or networks for illegal activity or to access or transmit obscene or pornographic material is prohibited. Transmitting or storing offensive or objectionable material is prohibited on District computers/devices or networks; the District's determination as to whether the nature of the

Material considered offensive or objectionable is to be considered as final. Using programs that harass users or infiltrate a computing system and/or damage the hardware or software components is prohibited.

Any use of District computers/devices that access outside resources must conform to the terms and conditions of the Southampton School District's "Computer, Network and Internet Use Policy." Subscribers to list-servs, bulletin boards, and on-line services must be pre-approved by the District.

### **Acceptable Use:**

The purpose of the Internet and digital technologies are to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account(s) must be in support of education and research and consistent with the educational objectives of the Southampton School District.

### **Rights and Responsibilities**

The Districts' devices and Internet resources are educational tools provided to students and staff. It is expected that all individuals utilizing District devices, digital technologies, and networks will be responsible for their actions and words and will, furthermore, respect the rights and privileges of all. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or digital access, suspension, and possible legal actions.

- Exemplary behavior is expected while devices and apps are being used.
- Never share your password(s), account(s), or log in information with anyone. Impersonation, anonymity, or pseudonyms are not permitted. You have full responsibility for the use of your account, and will be held responsible for any policy violations that are traced to your account. Do not leave any accounts open and/or unattended.
- Do not damage, abuse or break the hardware, software or the network.
- Do not plagiarize or use copyrighted material without permission.

- Do not quote personal communications without the original author's prior consent.
- Honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law and must be respected.
- Use of devices for illegal activities or for commercial gain is prohibited.
- Avoid the spread of spyware electronic viruses and malware. You are responsible to take precautions to prevent viruses and malware on the school's equipment.
- Use appropriate language. Profanity, pornography or obscenity is not permitted at any time. Be courteous and polite. Avoid offensive or inflammatory speech.
- Cyberbullying will not be tolerated. The District reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.
- You will be expected to respect the rights and property of others, and will not improperly access, misappropriate, or misuse the files, data, or information of others.
- Documents and/or mail should be deleted regularly in order to conserve file space.
- There is to be no expectation of privacy with regard to use of district devices, network, software, LMS (learning management systems), or materials created or contained therein.
- Interpretation, application, and modification of the policy is within the sole discretion of the Southampton School District.
- Any questions or issues regarding this policy should be directed to the Southampton School District Executive Director of Technology.
- Installation of apps and/or extensions is only allowed by the District's administration, and should not be undertaken by any other user unless authorized by administration.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration or changes to any system files are prohibited.
- The use of a personal email, which includes forwarding work email to a personal email account to conduct job-related functions is not allowed.

- The District prohibits recording, taking photos or screenshots, and videos of any staff and/or student without the subject's explicit permission. This applies to both in person instruction and video conferencing.

### **Equal access to computer use:**

All approved users of the network or computer services have the right to equal access to resources. Some uses, however, such as approved class work, have priority over other uses, such as browsing or "net surfing". No single user should monopolize a computer or the network used by it. You may be asked to remove files if total system storage space becomes low.

### **Acceptable use and Best Practice for Video Conferencing (Zoom, Google/Hangouts/Meet, Go To Meeting, Etc.)**

Participants should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing. This is a great tool to keep everyone connected, but please be mindful to find a space where it can be monitored but also private enough where participants can concentrate on their work

- Please dress appropriately when video conferencing and make sure that there are no distracting materials or backgrounds.
- Recording conference sessions guidelines:
  - These recordings will not be publicly available, only shared within the Google Classroom, a similar section of the same class, or within the Southampton UFSD domain that requires a network account.
  - Faculty will announce their intention to record the session giving students/parents/guardians the opportunity to turn off their camera and/or microphone if privacy is of concern.
  - Students/parents/guardians, will not take photos, screenshots, record any video, or audio, from these conference sessions without explicit permissions from the presenter and attendees. If permission is not granted, it is a violation of our District Network Policy.
- A student Zoom account is not needed to participate; students are prohibited from creating one for District video conferencing purposes.

### **Safety from harassment:**

Adopted 2/2007  
Reviewed DNP 7/25/11, 7/2/14,  
Reviewed 6/15/2017, 11/14/2020  
Revised DNP 4/20/21JDP

If you ever feel harassed or threatened by somebody on the network, bring it to the attention of a teacher or system administrator immediately. This includes Cyberbullying. Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

### **Online Communication and Social Networking:**

Faculty and staff and students are encouraged to use our interactive website and tools; however, all must be utilized within the context of educational usage. Staff-created online content must only occur within the context of educational usage. All users must follow the District Network and Internet policy as well as proper etiquette, including but not limited to, using proper language with no vulgarity and no cyber Bullying or spreading falsehoods about another that lowers the affected individual in the eyes of the community. Teacher/parent/student interactions online must only occur within the context of educational usage. For the protection of both students and staff, the District strongly advises that staff do not “friend” students on public networks, since lines of personal and professional boundaries are not as clear in social networking sites. Friending students on private or school-based networks for educational purposes are acceptable within the context of educational usage.

Southampton School District employees must disclose employment status when posting/submitting a comment or question through the Official School District Publications. (Ref. policy #1101) Even if you are responding while at home, working for the District is a material fact that may influence content and that community members have a right to know about. To maintain the integrity of our Facebook Community Page, the district reserves the right to remove any comment if we feel the nature of your comment is confidential, shares information not generally available, or recommends an action that could adversely affect our students or staff.

The District will submit an Authorization Form to all parents/guardians for students (4526-E-1) and faculty/staff (4526-E.2) stating the agreement for use of the district’s electronic equipment, network and Internet resources. The district will have the faculty/staff member or parent/guardian and student execute the release/user agreement, and the district will provide for the promulgation of the guidelines stated in the policy.

Implementation of this policy and the consequences for infractions of the aforementioned guidelines will be the responsibility of the building Principals and/or their designees. The policy and the consequences for infractions will be clearly delineated, communicated and enforced. Unacceptable uses of the District's computer resources may result

in the suspension or revocation of these privileges, as well as disciplinary and/or monetary consequences and possible legal actions. Any appeal may be brought to the Superintendent of Schools whose decision will be final.

### **Safety from Cyberbullying:**

Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

## **DISTRICT COMPUTER, NETWORK AND INTERNET USE POLICY** **Pre-Kindergarten – Grade 4** **Simplified**

### **Computer, Network and Internet Use Policy**

- I will always follow the school rules as outlined in this policy and the 1:1 handbook when using the computer and other electronic equipment.
  - I will keep my password a secret.
  - I will take care of school equipment.
- I will only go on the computer and other electronic equipment with an adult's supervision.
- If I see something on the computer that I am uncomfortable with, I will tell a teacher.
- I will only use my username and password to log in to secure online sites and the network.

I understand and will obey the District's Computer, Network and Internet Use Policy. I know that if I break the rules, I may not be allowed to use the computers/devices and other electronic equipment.

**Name (please print):** \_\_\_\_\_ **Grade** \_\_\_\_\_  
**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the District's Network and Internet Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Southampton School District; its Board of Education; agents; administrators; and staff to restrict access to all controversial materials and, accordingly, I will not hold it (them) responsible for materials my child may access on the network. I hereby give permission to the Southampton School

District to issue an account for my child and certify that the information contained on this form is correct.

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

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read the District's Computer, Network and Internet Use Policy and agree to take appropriate measures to insure that all students are made aware of the guidelines and their responsibilities and are instructed on acceptable use of the computers/devices and networks. Because the student may use the network and 1:1 devices for individual work or in the context of other classes, I cannot be held responsible for the student's use of the network.

**Principal/Designee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SOUTHAMPTON UNION FREE SCHOOL DISTRICT COMPUTER, NETWORK AND  
INTERNET USE AGREEMENT AUTHORIZATION FORM STUDENT  
GRADES 5-12**

I understand and will abide by the District's Computer, Network and Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked and school disciplinary and/or appropriate legal actions may be taken.

Name (please print): \_\_\_\_\_ Grade \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the District's Computer, Network and Internet Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Southampton School District; its Board of Education; agents; administrators; and staff to restrict access to all controversial materials and, accordingly, I will not hold it (them) responsible for materials my child may access on the network or 1:1 device. I hereby give permission to the Southampton School District to issue an account and device for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name:

\_\_\_\_\_  
(Please print)

Adopted 2/2007  
Reviewed DNP 7/25/11, 7/2/14,  
Reviewed 6/15/2017, 11/14/2020  
Revised DNP 4/20/21JDP

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

I have read the District's Computer, Network and Internet Use Policy and agree to take appropriate measures to insure that all students are made aware of the guidelines and their responsibilities and are instructed on acceptable use of the computers/devices and networks. Because the student may use the network for individual work or in the context of other classes, I cannot be held responsible for the student's use of the network and device.

Principal/Designee: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_