

Pleasantville Public School District

Pleasantville High/Middle School

Acceptable Use Policy

For the use of Computers, Mobile Devices, Internet Access, and Internet Applications.

**Definitions:**

- **User** includes anyone, including employees, students and guests, using Pleasantville Public School District technology, including, but not limited to: computers, networks, Internet, email and other forms of technology services and products.
- **Network** is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Equipment** includes digital media players such as: MP3 players, iPod type devices, and portable computers, such as iPads, desktops, tablets and netbooks.

Technology provides students with unique and powerful ways to enhance their learning. Pleasantville Public School District (PPSD) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

**Access to PPSD's network is a privilege, not a right.** The use of technology whether owned by PPSD or devices supplied by the Users entails personal responsibility. It is expected that users will comply with PPSD rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and PPSD. **Failure to comply with such terms and conditions may result in loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report inappropriate use immediately to their teacher or school administration.**

The school does not have control over content on the Internet. The Board and the systems administrators strive to block objectionable material, but it is the responsibility of the User to always work within the goals and objectives of the lesson.

These are examples of inappropriate activity on the PPSD network, but PPSD reserves the right to take immediate action regarding activities 1. That create security and/or safety issues for the PPSD network, Users, schools, network, or computer resources; 2. That expend PPSD resources on content if determines lacks legitimate educational content/purpose; or 3. Other activities as determined by PPSD as inappropriate.

**Access to the technology resources at PHS/MSP requires:**

1. User to act responsibly and adhere to legal and ethical standards under CIPA and COPPA.
2. User to be considerate of the needs of others.
3. User to do nothing purposefully or carelessly to interfere or impede in another's use of the computer.

4. User to follow all guidelines as set in this document by the classroom teacher and the District Code of Conduct.
5. Users may use their personal electronic devices in class when allowed by the teacher.

### **STUDENT GUIDELINES:**

1. User may not share their login/password information with other Users.
2. User may not plug in their personal electronic devices to school computers to charge the device.
3. User may not use Social Media sites such as: Facebook, Twitter, Pinterest or other social media sites during class time unless it is part of the class lesson.
4. Users may not access, send, create, or post materials of communication that are:
  - a. Damaging to another person's reputation
  - b. Considered bullying
  - c. Abusive
  - d. Offensive
  - e. Sexually orientated/pornographic
  - f. Threatening or demeaning to another person's gender or race.
  - g. Contrary to the School Districts guidelines on harassment and bullying
  - h. Illegal
    - i. Anything that violates any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted material.
5. User may not waste limited resources (including indiscriminate printing or file storage of materials that are not school related—especially games, photos, and other media files.)
6. Users may not deliberately circumvent filters and/or security measures on the network (use of proxy.)
7. Users may not use network resources for recreational purposes, including, but not limited to: gaming, shopping, downloading music or games, viewing videos not related to classroom activities.
8. Users may not plagiarize or infringe on copyrights.
  - a. Students will not plagiarize works that they find on the Internet. The definition of plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
  - b. Students will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when students inappropriately reproduce or share a work that is protected by a copyright. Students may not quote extensively from any source without proper attribution and permission. Students may not make or share copies of copyrighted songs or albums, digital images, movies or other artistic work.
9. Unauthorized peer-to-peer network file-sharing is not permitted.
10. Other inappropriate actions as deemed by the administration.

### **Cybersafety and Cyberbullying**

All users—Despite every effort for supervision and filtering, all Users, staff, students and parents/guardians, are advised that access to the network may include potential for access to content inappropriate for school-

aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or systems administrator.

**Personal Safety**—In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

**Confidentiality or User Information**—Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

**Active Restriction Measures**—PPSD will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are 1. Obscene, 2. Pornographic, or 3. Harmful to minors. Attempts to circumvent or “get around” the content filter are strictly prohibited, and will be considered a violation of this policy. PPSD will also monitor the online activities of Users through direct observation and/or other technological means.

**Student User Agreement:**

As a user of the Pleasantville Public Schools District's Technologies, I have read, understand, and agree to abide by the Acceptable Use Policy. I agree to use all technologies in a responsible and proper fashion while adhering to all relevant rules and restrictions. I understand that I should not give out personal information on the Internet. I also understand that the Internet is for electronic information resource that are to be used for educational purposes. If I break the rules of the Acceptable Use policy, I understand that my computer usage can be suspended and/or that other disciplinary or legal action can be taken.

Student's Name (PLEASE PRINT) \_\_\_\_\_

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

Date \_\_\_\_\_

Homeroom Teacher's Name/Room Number \_\_\_\_\_

**Parent Agreement/Permission**

As a parent/guardian, I have read, understand, reviewed, and discussed the Pleasantville Public Schools District's Acceptable Use Policy with my child. I understand the importance of obeying all of the rules in the District's Acceptable Use Policy. I understand that he or she should not give out personal information on the Internet. I also understand that the Internet is for electronic information resources that are to be used for educational purposes. If he or she breaks the rules of the Acceptable Use Policy, I understand that his or her computer usage can be suspended and/or that other disciplinary or legal action can be taken.

Parent's or Legal Guardian's Name (Please Print) \_\_\_\_\_

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

Date \_\_\_\_\_

Please contact the Building Administrator if you have any questions or concerns.