



Computer/Network Acceptable Use Policy

The Hudson City School District (HCSD) is pleased to offer 21st Century Technology to their employees and students and recognizes that technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work and life.

This Acceptable Use Policy (AUP) defines the guidelines and behaviors that students and employees are expected to follow when using school technology resources. The use of technology exacts certain responsibilities on the parts of employees, parents and students and is provided as a privilege, not a right. This AUP is a promise that the responsibilities inherent to technology use will be respected.

Technologies Covered

HCSD may provide Internet access, desktop computers, mobile computers or other mobile devices, videoconferencing and online collaboration tools, message boards, email, and more. As new technologies emerge, HCSD will attempt to provide access to these tools. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for educational purposes. All students and employees are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be respectful, responsible, safe, and ready to learn; not try to get around technological protection measures and use good common sense.

Web Access

HCSD provides its students and employees with access to the Internet, including web sites, resources, digital content, and other online tools. That access will be restricted in compliance with Child Internet Protection Act (CIPA) regulations and school policies. Web browsing is monitored and web activity records may be retained indefinitely.

Students and employees are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student or staff believes it shouldn't be, the user should follow district protocol.

Digital Citizenship

Students and staff should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students and employees should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet *unless it is required to perform their job or educational duties*. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

Remote Learning

During remote learning, students shall be held to the same standards set forth in the Code of Conduct, including the prohibited conduct and potential penalties. Remote learning sessions and content will not be recorded in any way without permission, including, but not limited to, taking videos, photos or screenshots. Remote learning sessions and content will not be shared on any social media platform or other similar means. Students may not display any virtual backgrounds, photographs or objects during a videoconference or during remote learning that would violate the Code of Conduct.

Email

HCSD may provide students and employees with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students or staff are provided with email accounts, they should be used with care. Students should not send personal information *unless required for an assignment*; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students and employees are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, HCSD may provide students and employees with access to web sites or tools that allow communication, collaboration, sharing, and messaging among others. Students and employees are expected to communicate with the same appropriate safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Communicating over the Internet brings anonymity and associated risks, and employees and students should carefully safeguard the personal information of themselves and others. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home or supervisor in the case of an employee) immediately. Students should never agree to meet someone they meet online in real life.

Security

Students and employees are expected to take reasonable safeguards against the transmission of security threats over the school network including the wireless network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or any mobile or any removable device you are using might be infected with a virus, immediately turn off the device and please alert the IT helpdesk. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Students and employees should not download or attempt to download or run .exe programs over the school network or on school resources without express permission from IT helpdesk. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Mobile Or Removable Devices Policy

HCSD may provide students and employees with mobile computers or other removable devices to promote learning outside of the classroom. Students and employees should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network. Students and employees are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students and employees should report any loss, damage, or malfunction to IT staff immediately. Students and employees may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students and employees should keep personally-owned devices (including laptops, tablets, and Chromebooks) turned off and put away during school hours – unless in the event of an emergency or as instructed by a teacher or supervisor for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network

without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online or in another source. As with any research v should be appropriately cited, giving credit to the original author.

Cyber bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Computer/Network Acceptable Use for Students

HCSD shall not be liable for inappropriate use of electronic computer and/or communications resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users for any reason.

HCSD shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet, network, or any other form of computer use and/or electronic communication.

Access to HCSD's computer network and/or electronic communications systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of the following regulations governing the use of the systems and shall agree in writing their compliance with such regulations. Non-compliance may result in suspension of access or termination of privileges or other disciplinary action. Misuse, theft or vandalism of HCSD computer network and/or electronic communications systems in any way will not be tolerated.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Keep my personal log in/password to myself.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. If you are unsure whether or not a particular action is acceptable, please bring it to the attention of an adult.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Share my personal log in/password with others.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Create, share, distribute or sell sexually explicit or other inappropriate materials.

This is not intended to be an exhaustive list. If you are unsure whether or not a particular action is acceptable, please bring it to the attention of an adult

Violations of this Acceptable Use Policy

Violations of any of these rules may result in consequences, including, but not limited to, loss of technology use privileges, a failing grade, suspension, expulsion, financial liability and/or legal action.

Parent Permission Form/ Student Acceptable Use Policy Agreement

Please complete ALL SECTIONS and return this form to the school office.

By signing the permission form, the Hudson City School District, its employees and/or any affiliated institutions will be released from any and all claims of any nature that may result from a student's use of, or inability to use, our computers and network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Student's Name _____ Grade: _____
 School: _____ Teacher _____

Please circle YES or NO

My child has access to the Internet at home for their schoolwork	YES	NO
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Parent Permission for Student Technology Use

As a parent or guardian of a student at Hudson City School District, I have read the **Computer / Network Acceptable Use Policy (AUP)** and I understand this agreement will be kept on file at my child's school.

(Questions should be directed to the principal for clarification.)

1. My child may use the computer/instructional network according to the rules outlined in the AUP. **YES** **NO**

2. My child may use the Internet according to the rules outlined in the AUP. **YES** **NO**

Parent Name (Please Print) _____

Parent Signature: _____ Date: _____

Student Use Agreement

As a Hudson City School District Student, I have reviewed the **Computer / Network Acceptable Use Policy (AUP)** with my parents and I agree to comply with these rules.

Student Name (Please Print) _____

Student Signature _____ Date _____

Employee Acceptable Use Policy (AUP) Agreement

The Hudson City School District (HCSD) computer network and electronic communications system shall be made available to students and employees for instructional, research, and administrative purposes exclusively.

Electronic mail use or other use of the electronic communications and computer systems by employees may not be considered private. Designated staff shall be authorized to monitor such computer use and/or electronic communication at any time to ensure appropriate usage as laid out in this document.

HCSD shall not be liable for inappropriate use of electronic computer and/or communications resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users for any reason.

HCSD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet, network, or any other form of computer use and/or electronic communication.

Access to HCSD's computer network and/or electronic communications systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of the following regulations governing the use of the systems and shall agree in writing their compliance with such regulations. Non-compliance may result in suspension of access or termination of privileges or other disciplinary action. Misuse, theft or vandalism of HCSD computer network and/or electronic communications systems in any way will not be tolerated.

Violations of the law may result in criminal prosecution as well as disciplinary action. Prohibited uses include: *

- Copying, installing, or storing non-approved software or files without specific permission.
- Accessing another user's account or password without official authorization.
- Use of confidential or personal information without consent of HCSD.
- Use for commercial purposes not specifically approved by HCSD.
- Obscuring the true identity of user logging in and/or sender of electronic mail.
- Accessing or intentionally destroying files or software without permission.
- Any attempt at bypassing network or internet security devices or programs.
- Inhibiting or interfering with the use of the HCSD communications network.
- Transmitting information containing obscene, indecent, or disrespectful material.
- Violating any laws or participating in any crime for unlawful purposes.
- Using the computer to harass others, including unacceptable language, images, or threats.
- Tampering, theft, or vandalism in any form of computers, networks, printers, scanners, cameras, or associated equipment in any way.

**This is not intended to be an exhaustive list. If you are unsure whether or not a particular action is acceptable, please bring it to the attention of a supervisor.*

I have read, understand, and agree to abide by the provisions of the Employee Acceptable Use Policy of the Hudson City School District.

School: _____ Position: _____
 Name: _____
 Signature: _____ Date: ___/___/___

Please return this form to the Central Office where it will be kept on file. It is required for all staff that will be using the computer network, email system, and/or Internet access.