

SHENENDEHOWA EDUCATIONAL NETWORK (SHENet)

Technology Ethics Statement

Unless otherwise specified, the following shall apply equally to students, employees, volunteers, and contractors employed by the Shenendehowa Central School District. Employees, volunteers, and contractors may have additional obligations owing to the nature of their positions or access privileges.

The Shenendehowa Educational Network (SHENet) is comprised of local and wide area technology networks which link Shenendehowa Schools, various District offices, while providing access to public networks.

SHENet is to be used to further communication, education, research, and information consistent with the mission of the Shenendehowa Central School District. All messages and documents created or transmitted on SHENet are the property of the District, and the District has the right to supervise the use of such property.

Each person requesting access to SHENet must complete an *Access Release and Authorization Form*.

Any use of SHENet without authorization is prohibited.

Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

Site Licensed Software: Site licensed software can be used on any equipment at the site for which it was purchased. This software can be legally copied to any equipment at the site belonging to the licensee. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any installed site licensed software shall be removed.

Network Use Software: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server, and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied from the server to individual hard drives or storage devices.

Concurrent Use Software: This type software is the same as network use software, except that it can be copied to workstations, if regulated by a metering program.

Single License Software: Single license software can be owned by a school, a department, or sub organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement. The District does not allow personal software to be loaded on District machines. Only software owned by or donated to the District may be installed.

Property Rights: The District has the right to specify who uses its equipment, what information is contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Use of District equipment and software for personal business is prohibited and violators are subject to disciplinary action.

No person shall have exclusive use of District equipment unless authorized by the Superintendent/designee.

Data Security: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

False Entry/Alteration: No student, volunteer, or District employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District. Nor shall any student open or alter official school documents or private documents, either paper or electronic.

Enforcement: The District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone who violates such laws shall be subject to suit for civil/criminal damages as well as prosecution by the District to the full extent of the law.

SHENENDEHOWA EDUCATIONAL NETWORK (SHENet)

Acceptable Use Procedures

Network Use

The function of the Shenendehowa Educational Network (SHENet) is to further education and research and to promote exchange of information consistent with the Shenendehowa Central School District mission.

SHENet is not to be used for commercial business nor used for political or religious purposes.

Any use of SHENet for illegal activity is prohibited.

Use of SHENet to access obscene or pornographic material is prohibited.

Sending material likely to be offensive or objectionable to recipients is prohibited.

Using computer programs that harass SHENet users, infiltrate a computing system, or damage the hardware or software components is prohibited.

When using SHENet to access outside resources, you must conform to the outside resource's "Acceptable Use Policies".

You will make the most efficient use of SHENet resources to minimize interference with others.

Account Security

You may not share your SHENet account with anyone nor leave the account open or unattended.

You will keep your network and system accounts & passwords confidential and not accessible to others.

When possible, you will regularly change your passwords, using combinations of letters and numbers, while avoiding common English words and names.

Software/Data

The illegal installation of copyrighted software or files onto District computers is prohibited.

Installation of any software on District computers must be coordinated with the Information Services office.

You are responsible to take precautions to prevent the proliferation of viruses between your own equipment, Shenendehowa Central School's equipment, and any equipment accessed via SHENet.

You will not improperly access, misappropriate, or misuse the files, data, or information of others.

You are responsible for making back-up copies of the documents critical to you.

Hardware/Equipment

You will not improperly access, misappropriate, misuse, or abuse District communications and computer equipment.

You will not add, remove, or re-locate any equipment (e.g. computers, printers, phones, network cards, cables) from any District network without prior coordination with the Information Services office.

Electronic Mail (E-mail)

SHENet E-mail is provided for the exchange of information consistent with the mission of the Shenendehowa Central School District.

It will not be used for commercial offerings of products or services or to solicit products or services.

It will not be used for political or religious purposes.

E-mail messages are subject to District review at any time.

E-mail messages should be regularly deleted from your mailbox to conserve disk space.

Interpretation, application, and modification of these *Acceptable Use Procedures* are within the sole discretion of the Shenendehowa Central School District. Any questions or issues regarding these procedures should be directed to the Information Services office.

Violation of any conditions of use described here, in the District's *Technology Ethics Statement*, or the *Internet Safety Policy* is cause for disciplinary action.

SHENENDEHOWA EDUCATIONAL NETWORK (SHENet)

Internet Safety Policy

Introduction

It is the policy of Shenendehowa Central Schools to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act. (See Below)

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access, or other forms of electronic communications access, to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Shenendehowa Educational Network (SHENet) when using electronic mail, instant messaging, and other forms of electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors

Supervision and Monitoring

It shall be the responsibility of all members of the Shenendehowa staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Children's Internet Protection Act - Definition of Terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code
3. Harmful to Minors

HARMFUL TO MINORS. The term, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole, and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value to minors.

SEXUAL ACT; SEXUAL CONTACT. The term "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.