

Adopted: October 10, 1996  
Last Revised: November 13, 2014  
Category: Personnel

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**SUBJECT: INTERNET ACCESS & ACCEPTABLE USE POLICY FOR STUDENTS,  
FACULTY, STAFF & GUEST**

The Altmar-Parish-Williamstown Central School District, in accordance with the provisions of the Children's Internet Protection Act, requires all District computers with internet access that are used by elementary and secondary students and staff to be equipped with filtering or blocking technology. Newly acquired computers with Internet access must be linked to this technology within ten (10) days of installation.

No filtering technology can guarantee that students will be prevented from accessing all inappropriate locations. Proper supervision will be provided to all students will accessing the Internet to further ensure appropriate usage.

**Acceptable Use Policy**

The Acceptable Use Policy addresses the proper use of District electronic information resources and technology hardware in all locations within the School District, as well as, all remote locations beyond District boundaries. It is directly related to the instructional goals and/or institutional needs of the District. Any situation not addressed within this policy must be viewed within these goals and needs.

**User Responsibilities**

Students, staff and guests who use the District sponsored Internet resources are responsible for good/ethical behavior on-line just as they are in school settings.

**Student Authorization**

Parental/guardian permission is required for any student to engage in independent access to the Internet and components of the District computer network. Such independent access is a privilege not a right. This privilege may be, and will be revoked or denied as a result of improper account holder behavior. System administrators may deny independent access (close an account) at any time as may be required. The administration, faculty and staff of the APWCSD as well as parents/guardians may request the System Administrator to deny, revoke, or suspend such independent access (specific accounts).

**Prohibited Activities**

The District provides technology hardware and electronic information resources as a service to students, staff, and members of the community in support of the educational objectives of the

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Altmar-Parish-Williamstown Central School District. These resources must be used in a responsible, efficient, and legal manner. The District expressly prohibits the use of these resources to:

- a) Access, upload, download, or distribute pornographic, obscene, sexually explicit, or otherwise objectionable/inappropriate text, sounds, or images.
- b) Transmit obscene, abusive, or sexually explicit language, text, sounds or images.
- c) Violate any local, state, or federal statute.
- d) Violate any District policies or procedures.
- e) Install or place personal or unlawful software or information on District workstations.
- f) Willful destruction of District property, stored information, and/or system programs/software.
- g) Vandalize, damage, or disable the property of another person or organization.
- h) Access another person's materials, information, or files without the direct permission of that person.
- i) Violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citation.

**Disclosure and Dissemination of Personal Identification Information Regarding Minors**

Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the District's webpage or otherwise) without the permission of a parent or guardian or pursuant to the District's Directory Information Policy (#7540).

**Limitations on Privacy**

Individuals using District electronic information resources should not assume that electronic files stored on District-owned computers, electronic networks, electronic mail systems, or Internet sites are private. The District reserves the right to review such files if there is reasonable evidence that those files contain documentation of conduct that is illegal and/or in violation of District guidelines for employee or student behavior. Staff found to have violated the guidelines of this policy while using the Internet may be subject to loss of access as well as other disciplinary and/or legal action.

17 United States Code (U.S.C.) Section 1701 et seq.  
47 United States Code (U.S.C.) Section 254(h)(5) and (6)

Adopted: October 10, 1996

Amended: April 28, 1997, November 8, 2001, November 13, 2014