

# APW GUEST

## Internet Access and Acceptable Use Policy

### **Computer Privileges and Internet Use Agreement**

APW is pleased to offer our guests the use of the latest in computer technology hardware and software as well as access to the Internet and World Wide Web.

Guests must sign and return the *Altmar-Parish-Williamstown Central School District* Computer Privileges and Internet Use Agreement before an independent access account will be established. Please be advised that independent use of computers at APW is a privilege not a right. This privilege may be, and will be revoked or denied as a result of improper account holder behavior.

1. Prior to access to the Internet, training will be given in both its use and etiquette (netiquette).
2. Treat computers, other hardware peripherals, and software with respect. Failure to do so will be considered misuse / abuse. This includes, but is not limited to:
  - Placing/installing personal software or information on District workstations
  - Placing/installing unlawful information on District workstations
  - The willful destruction of District property, stored information, and/or system programs/software
  - Accessing and/or using obscene, abusive, or otherwise objectionable text, sounds, or images
  - Unauthorized downloading of information to workstations, fileserver, diskette, or USB drive
  - Failure to keep workstation areas clean, and free of food and drink.
3. Protect your password at all times. Do not share it with anyone. The network is intended for the exclusive use of its registered users, who are responsible for the use of their password and account. **ANY PROBLEMS WHICH ARISE FROM THE USE OF A USER'S ACCOUNT ARE THE RESPONSIBILITY OF THE ACCOUNT HOLDER. *Any misuse of password security, such as use of another person's account, will result in the immediate suspension of account privileges.***
4. Account holders should understand that Electronic Mail (E-Mail) is not secure, and can be read by others.
5. Data files and electronic storage areas shall remain the property of the APWCSD, subject to District control and inspection. The system administrator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy.
6. All communications and information collected via the Internet are assumed to be private property and must be correctly cited as you would any other copyrighted material.

## Consequences for the misuse / abuse of District property and / or the Internet

Depending upon the severity of the misuse, the disciplinary process may include combinations of the following:

- ⇒ Verbal Warning
- ⇒ Written Warning
- ⇒ Loss of Email and Internet Account
- ⇒ Possible Criminal Charges

**I understand** that the use of information systems and software that constitute a part of the *Altmar-Parish-Williamstown Central School District* Computer Network, or other public networks, such as the Internet, obligates me to comply with all licensing and copyright regulations that may apply to those systems or software.

**I further understand** that the use of the *Altmar-Parish-Williamstown Central School District* Computer Network is a privilege which may be revoked at any time for abuse, immoral or illegal conduct. Abusive, immoral or illegal conduct includes, but is not limited to: the placing or transmission of unlawful information on the network, the improper access, misappropriate, or misuse of information / files of other users, and the use of obscene, abusive or otherwise offensive or objectionable material in either public or private files or messages.

**If I should commit any violation as described above, I understand that my access privileges may be revoked, and that appropriate legal action may be taken.**

---

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

Guest Signature: \_\_\_\_\_

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

Network Access Location (check all that are appropriate)

- \_\_\_\_\_ Altmar Elementary School
- \_\_\_\_\_ Parish Elementary School
- \_\_\_\_\_ APW Middle School
- \_\_\_\_\_ APW High School

---

Principal's Signature)

---

Date of Account