

**Technology Responsible (“RUP”) Use Policy for Middle and High School Students**

The Katonah-Lewisboro School District (the "District") provides access for students and staff to computer technology and the Internet. All school community members must share the responsibility for seeing that our technology facilities and resources are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these resources and therefore, all users must agree that they will comply with these guidelines. **Students and their parent(s)/guardian(s) must read and sign this Responsible Use Policy in order for the student’s network account to remain active.**

**Students and their parent/guardian must review this Policy and sign the attached acknowledgment form in order for the student’s network account to remain active.**

This *Network* includes Internet access, wireless Internet access, computer services, computer equipment and related equipment. The *Network* has been established for limited educational purposes and the District will place reasonable restrictions on access and content.

Students shall follow the rules set forth in the District Code of Conduct, Board Policy 4526, 4526.1 and implementing Regulations as well as the law in their use of the *Network*. Students may not use the *Network* for commercial purposes. This means that students may not offer, provide, or purchase products or services through the *Network*. Students may not use the *Network* for political lobbying.

**Use of District Computers**

1. Students are also prohibited from installing any software or games on any District computer, unless specifically authorized by a classroom teacher or the District’s Director of Technology for academic purposes. Students shall not willfully introduce any virus infected files into District computers nor disable or otherwise disturb any virus-scanning software installed by the District on such computers.
2. When using the District’s technology facilities and resources, Students will treat the District’s equipment with care and ensure that equipment is returned in the condition it was provided. If District equipment is inadvertently or otherwise damaged, Students shall report any equipment or software problems to a District staff member immediately. In addition, any unauthorized access or use of the District’s technology facilities or resources is strictly prohibited.

**Student Internet Access**

1. Each student and his/her parent or guardian must annually review and sign this Responsible Use Policy to be granted individual access to the Internet through the *Network*. In addition, students seeking to utilize the District’s wireless Internet service must register with the District and be provided with a user name and password prior to being granted wireless access. In addition, students will be required to accept the Mobile Device Management (“MDM”) client on their personal device(s) prior to gaining wireless access.

2. Students in grades 6 through 12 have opportunities for unsupervised use of the Internet, including wireless Internet access. All students in all grades are expected to take individual responsibility for their use of School District computer facilities and the Internet, including wireless Internet access. Students using their own “personal wireless device” shall take all reasonable measures to protect against theft or damage of such wireless device. The District accepts no responsibility for the personal content contained on any such personal device brought to school by students nor for any damage, maintenance or replacement costs associated with personal devices. Students who choose to bring a personal wireless device to school assume full responsibility for the wireless device.

### **Internet Filtering**

Internet filtering technology is configured to prevent access to material that is obscene, illegal and/or harmful to minors, as defined by the Children’s Internet Protection Act (“CIPA”) and in accordance with Policy 4526.1 Internet Safety. This filtering applies to Internet access through the use of District computers as well as the use of a personal wireless device.

### **Unacceptable Uses**

- a. Students will not use the Internet or wireless Internet service from District owned or personal devices in class unless expressly permitted by the teacher.
- b. Students should not access the Internet or wireless Internet service through a third party service provider while on Campus or District property or at a school sponsored event.

### **Personal Safety**

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes home address, home telephone or cell telephone number, school address, photographs, etc.
- b. Students should never agree to meet with anyone they have met on-line.
- c. Students will promptly disclose to their teacher or other school employee any messages received that are inappropriate or make the student feel uncomfortable.

### **System Security**

- a. Students are responsible for their individual access account and should take all reasonable precautions to prevent others from being able to use the student’s access account. Under no condition should a student provide his/her user name and/or password to another student.

- b. Students will immediately notify a teacher or the system administrator if they identify a possible security problem. Students should not search for security problems, because this may be construed as an illegal attempt to gain access.
- c. Students will avoid the inadvertent spread of computer viruses by following standard virus protection procedures if the student transports files or downloads software.
- d. Students will not attempt to access web sites blocked by District policy, including the use of proxy services, Virtual Private Network (VPN) portals, video streaming, gaming, software, or other web sites.

### **Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- b. Students will not use obscene, profane, inflammatory, threatening, or disrespectful language.
- c. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students will not harass other persons. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending such messages, the student must stop.
- e. Students will not knowingly or recklessly post false or defamatory information.

### **Respect for Privacy**

- a. Students will not repost a message that was sent in a private communication without permission of the person who sent the message.
- b. Students will not post private information about another person.

### **Respecting Resource Limits**

- a. Students will use the Network only for educational and career development activities and limited, high-quality, research. Students will refrain from downloading or streaming.
- b. Students will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

**Copyright Infringement**

Students will respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, permission should be requested from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher.

**Inappropriate Access to Material**

- a. Students will not use the *Network* to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination toward other people (hate literature).
- b. If a student mistakenly accesses inappropriate information, he/she should immediately tell his/her teacher or another district employee. This will protect the student against a claim that he/she has intentionally violated this Policy.

**Illegal Activities**

- a. Students will not attempt to gain unauthorized access to the *Network* or to any other computer system through the *Network* or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, without their express permission. These actions are illegal, even if only for the purposes of "browsing".
- b. Student will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use the *Network* to engage in any other illegal acts.
- d. Students shall not cheat by accessing a teacher's online exam or assignment prior to the teacher's administration of the assignment to the student's specific class.

**Your Rights**

1. **Free Speech**

- a. The student's right to free speech, as set forth in the District Code of Conduct and policy and regulation on student expression, also applies to communication on the Internet. The *Network* is considered a limited forum, similar to the school newspaper; therefore, the District may restrict a student's speech for valid educational reasons.

## 2. Search and Seizure

- a. Students should not expect any privacy in the content of their personal files on the District system and records of their on-line activity.
- b. Routine maintenance and monitoring of the *Network* may lead to discovery that a student has violated this Policy, the District Code of Conduct, or the law.

## 3. Due Process

- a. In the event there is a claim that a student has violated this Regulation or the District Code of Conduct in the use of the *Network*, the student will be provided with notice and opportunity to be heard in the manner set forth in the District Code of Conduct.
- b. If the violation also involves a violation of other provisions of the District Code of Conduct it will be handled in a manner described in the Code of Conduct. Additional restrictions may be placed on the student's use of the *Network* and a student's privilege to use the *Network* may be revoked by the District at any time.

## **Disclaimer**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District will not be held liable for the content already existing on student owned personal wireless devices; this includes music/lyrics, movies, pictures, games, etc.

If a student's personal wireless device is lost or stolen, the student must immediately report it to [helpdesk@klschools.org](mailto:helpdesk@klschools.org).

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**Acknowledgement Form  
Katonah-Lewisboro School District  
Technology Responsible Use Policy ("RUP")  
For Middle and High School Students**

The District has taken reasonable steps to provide a safe and secure network for all users. The District cannot prevent all inappropriate interactions on the network either inadvertently or through irresponsible behavior. Although the above guidelines are clear and comprehensive, further clarification may be needed and is available in the District Technology Guidelines, which are accessible on the District website or in the main office of all buildings.

I understand that if I violate these guidelines, the Katonah-Lewisboro School District may take one or more of the following actions in response to complaints:

- Issue of a written and/or verbal warning;
- Suspension of my computer and/or network privileges, Internet newsgroups and termination of my user account;
- Appropriate disciplinary and/or legal action may be taken against me as per the District's Code of Conduct and the Law.

\_\_\_\_\_  
Print Name of Student User

\_\_\_\_\_  
Signature of Student

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

I understand that if my son/daughter violates these guidelines, his/her computer and/or network privileges may be suspended and other school discipline and/or appropriate legal action may be taken against him/her.

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

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

**Please return your signed RUP contract to the School Office.**