

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES  
(ACCEPTABLE USE POLICY)**

The Board of Education is committed to the establishment of quality, equitable, and cost effective computer systems for the advancement and promotion of learning. The District encourages and supports the use of its computer systems and networks by all students.

However, the use of any aspect of the District's computer systems is a privilege, not a right. In general, the Board expects all students to use technology in a legal and ethical manner to complete assigned school tasks. Students are responsible for good behavior on District computer systems and will be held accountable for their behavior just as they would be in the classroom or hallway.

The District reserves the right to subject electronic data storage to school control and inspection. Administrators may review files and communications to maintain system integrity and ensure responsible use. Students should not expect that files stored on District servers will be private. Students should be aware that their activities will be monitored. Students should be aware that filtering software is in place, but that no filtering software provides 100% protection

**Acceptable Use Policy Regarding the Computer Systems of the Randolph Academy Union Free School District Include the Following:**

Privacy

- a) All users will respect the privacy of other users.
- b) Students will not seek information from, obtain copies of, modify, or delete the files of other users.

Inappropriate Activities

- a) Students will not develop or use programs on District equipment to harass other users or to send vulgar, inappropriate, or distasteful messages.
- b) Students will not create defamatory, abusive, offensive, illegal or adult-oriented material on District equipment.
- c) Students will not obtain, view, download, or otherwise gain access to materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable. This applies to both computer software and Internet use.

Property

- a) Students will respect the integrity of computer hardware and software by not physically abusing the equipment.

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- b) Students will submit for virus scanning any disks that have been used outside the Randolph Academy System.

Plagiarisms and Copyright

- a) Only software purchased and owned by the Randolph Academy Union Free School District may be loaded on the District hardware.
- b) Students will not make copies of school software for the purpose of installing it on a home computer system.
- c) Students will give credit when using copyrighted materials.

Security

- a) Students will work only in the program or project assigned.
- b) Students will not enter control panels or operating system folders and change settings since this may cause some programs to stop running or the system to crash.

E-Mail

Students are not permitted to send or receive e-mail.

Internet Use

- a) Students will not share personal information about themselves or others over the Internet.
- b) Filtering software will monitor student access to the Internet.
- c) Student created web pages, whether created at home or school, affecting either school discipline or the safety and welfare of staff or students are prohibited.

Student violators will meet with the Acceptable Use Policy (AUP) Committee and will be assessed consequences as follows:

First violation will result in a loss of computer privileges for 10 school days. The student will meet with a member of the AUP Committee to review this policy, discuss the violation, and direct the appropriate behavior to correct the violation.

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Second violation will result in a loss of computer privileges for 15 school days. The student will meet with a member of the AUP Committee and his/her counselor to review this policy, discuss the violation, and direct the appropriate behavior to correct the violation.

Third violation will result in a complete loss of computer privileges. The student will meet with a member of the AUP Committee, his/her counselor, and the Principal for possible further consequences.

Any damage to the hardware or software of the District's computer systems by a student will result in the consequences for "damage to school property" as outlined in the District's Student Behavior Policy. Such action may result in suspension, to be determined by the Principal, the AUP Committee, and the Behavior Management Facilitator.

NOTE: Refer also to Policy #8271 -- The Children's Internet Protection Act: Internet Content Filtering/Safety Policy

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