

## **Internet Acceptable Use Policy**

### **Principles of Acceptable and Safe Internet Use**

General – Internet Access and e-mail provided by the Charlotte Valley Central School are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other Charlotte Valley Central School related purposes. Users are subject to the same standards expected in a classroom and/or professional workspace.

Monitoring and Privacy – Users have no right to privacy while using the Charlotte Valley Central School Internet Systems. The Charlotte Valley Central School monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on Charlotte Valley Central School provided devices such as files, e-mails, cookies, and internet history.

The Charlotte Valley Central School reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The Charlotte Valley Central School will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the Charlotte Valley Central School internet systems.

### **Prohibited Uses of the Charlotte Valley Central School's Internet Systems**

Users may not engage in any of the activities prohibited by this policy when using or accessing the Charlotte Valley Central School's Internet Systems.

If users are uncertain whether behavior is prohibited, they should contact a teacher, supervisor or other appropriate Department personnel. The Charlotte Valley Central School reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the Charlotte Valley Central School, students, employees, schools, network or computer resources, or (2) expend Charlotte Valley Central School resources on content the Charlotte Valley Central School determines lacks legitimate educational or Charlotte Valley Central School content or purpose, or (3) the Charlotte Valley Central School determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or Charlotte Valley Central School property, such as:
  - Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on Charlotte Valley Central School web pages, or professional social media sites;
  - Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by the school.
  - Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
  - Sending, posting, or otherwise distributing chain letters or engaging in spamming;

- Damaging computer equipment, files, data or the Charlotte Valley Central School's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the Charlotte Valley Central School's Educational or business environment;
  - Using the Charlotte Valley Central School's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
  - Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for Charlotte Valley Central School, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
  - Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
2. Gaining or attempting to gain unauthorized access to the Charlotte Valley Central School's Internet Systems, or to any third party's computer system, such as:
    - Malicious tampering, phishing or hacking activities;
    - Intentionally seeking information about passwords belonging to other users;
    - Disclosing a user's password to the Charlotte Valley Central School's Internet Systems to other individuals. However, students may share their Charlotte Valley password with their parents.
    - Modifying passwords belonging to other users;
    - Attempting to log in through another person's account;
    - Attempting to gain access to material that is blocked or filtered by the Charlotte Valley Central School;
    - Accessing, copying, or modifying another user's files without authorization;
    - Disguising a user's identity;
    - Using the password or identifier of an account that does not belong to the user; or
    - Engaging in uses that jeopardize access into others' accounts or other computer networks.
  3. Using the Charlotte Valley Central School's Internet Systems for commercial purposes, such as:
    - Using the Charlotte Valley Central School's Internet systems for personal financial gain;
    - Conducting for-profit business activities, personal advertising, or other non-Charlotte Valley Central School business communications;
    - Using the Charlotte Valley Central School's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
  4. Engaging in criminal or other unlawful activities.

In accordance to Children's Internet Protection Act, the Charlotte Valley Central School blocks or filters content over the internet that the Charlotte Valley Central School considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The Charlotte Valley Central School may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The Charlotte Valley Central School may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional information regarding CIPA

### **Protection of Personally Identifiable and Confidential Information**

The Family Educational Rights and Privacy Act (FERPA) prohibits the Charlotte Valley Central School officials from disclosing personally identifiable information ("PII") from education records of the Charlotte Valley Central School students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the Charlotte Valley Central School's Internet Systems must comply with FERPA, Confidentiality and Release of Student Records; Records Retention. If you are unsure about whether the activity will comply with FERPA, please contact the Charlotte Valley Central School.

Internal communications with a Charlotte Valley Central School attorney may also be confidential. Accordingly, users should not forward or distribute such communications without first checking with the attorney. Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipient.

### **Student Internet Safety**

1. Charlotte Valley Central School Responsibilities:
  - The Charlotte Valley Central School will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
  - The Charlotte Valley Central School will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
  - As appropriate, the Charlotte Valley Central School will provide students, staff and parents with guidelines and instructions for student safety while using the internet.
2. Students Using the Charlotte Valley Central School Internet Systems
  - Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the internet. For example, students must not reveal their home addresses, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
  - Students should not meet in person anyone they have met only on the Internet.
  - Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
  - Students should not allow Charlotte Valley Central School computers to save their passwords.
3. Teachers using the Charlotte Valley Central School Internet Systems, including social media for class activities
  - Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms.
  - Social Media

- Social means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Youtube, Google+, and Flickr.
- Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments to facilitate communication with teachers and other students.
- The Charlotte Valley Central School limits access to these sites to individuals within the Charlotte Valley Central School and Charlotte Valley Central School officials. If access to a social media site extend beyond individuals within the Charlotte Valley Central School or Charlotte Valley Central School officials then parent consent is required.
- Teachers must refer to the Charlotte Valley Central School's Social Media Guidelines, which are incorporated into this policy, if the internet activities will involve social media.

#### 4. Parents

- Although students generally will be supervised when using the Charlotte Valley Central School's Internet System on school property, it is not practicable for the Charlotte Valley Central School to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the Charlotte Valley Central School's Internet Systems.
- Parents are exclusively responsible for monitoring their children's use of the Internet when the Charlotte Valley Central School's Internet Systems are accessed from home or a non-school location. The Charlotte Valley Central School may or may not employ its filtering systems to screen home access to the Charlotte Valley Central School's Internet Systems. Parent should inquire with the Charlotte Valley Central School.

#### **Violations of this Policy**

The Charlotte Valley Central School including central offices and schools, reserves the right to terminate any user's access to the Charlotte Valley Central School's Internet Systems – including access to Charlotte Valley Central School e-mail – at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code.

Employee violations of this policy will be handled by appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

#### **Limitation of Liability**

The Charlotte Valley Central School makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of Charlotte Valley Central

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School's network are to be borne by the user. The Charlotte Valley Central School also denies any responsibility for the accuracy or quality of the information obtained through our access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Charlotte Valley Central School, its affiliates, or employees.

**Charlotte Valley Central School - Revised Policy # 98**

**Adopted, readopted or revised by the Board of Education on:  
January 02, 2020**

By: *Jennifer H. Plank*  
**Clerk of the Board of Education**

