

**Cooperstown Central School District  
Student, Faculty, Administration, and Staff  
Technology Use Agreement**

**PLEASE READ THIS DOCUMENT CAREFULLY.**

**The Cooperstown Central School District maintains that the technology is owned by the District and is NOT owned by each individual.**

Cooperstown Central School District has implemented voice, data, and video electronic communication systems that will allow enhanced educational opportunities for students, faculty, administration, and staff to communicate, learn, and publish information. These network resources provide students, faculty, administration, and staff access to electronic resources and are to be used for educational purposes. Communication over district networks is **not** to be considered private. Network supervision and maintenance will require review and inspection of network activity.

**Administration, Faculty, and Staff are responsible for the technology equipment in their area.**

#### **TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Cooperstown Central School District. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, Cooperstown Central School District believes that the benefits to students, faculty, administration, and staff exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

#### **APPROPRIATE USE OF THE INTERNET**

Students, faculty, administration, and staff are responsible for appropriate behavior when using the Internet and will abide by the generally accepted rules of network etiquette. All users will adhere to the color-coded zone designations as specified in Policy 8480: Loan of Instructional Computer Hardware.

#### **Examples of unacceptable use are:**

- Participating in chat rooms, IRC's, instant messaging or unauthorized social media, auction web sites, and the downloading of screensavers or software, playing games, and music files that negatively impact network operations.
- Violating copyright laws such as duplication of software. Materials accessed through the Internet must be properly cited when referenced in student research assignments.
- Wasting school resources by printing excessively or consuming limited hard drive space or network space, or playing streaming audio or video for entertainment, which uses large amounts of bandwidth.
- For activities unrelated to the Cooperstown Central School District's mission statement and official assignments and job responsibilities.
- For the transmission of threatening, obscene, or harassing materials or correspondence, private marketing, or business transactions or any activity meant to foster personal gain.
- For any illegal purposes.

## **TERMS AND CONDITIONS FOR THE TECHNOLOGY NETWORK AND EQUIPMENT, ACCESS, AND USE**

Cooperstown Central School District provides a variety of technology resources that will allow enhanced educational opportunities for students, faculty, administration, and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, digital video cameras, and much more. Students, faculty, administration, and staff will be required to act appropriately when utilizing technology equipment and work areas.

### **APPROPRIATE USE OF NETWORKS AND TECHNOLOGY EQUIPMENT**

- Students, faculty, administration, and staff are responsible for appropriate behavior when using Cooperstown Central School District network resources.
- Users are to respect the privacy of other users and should not intentionally seek information on, obtain copies of, or modify files or data, belonging to other users, unless permission has been attained. Each user is to respect legal protection provided to programs and data by copyright and license. Also, it is understood that users are to respect the integrity of computing systems.

#### **Examples of unacceptable use are:**

- Intentionally damaging computers, computer systems, or computer networks. Students, faculty, administration, and staff should take special care with the physical facilities, hardware, software, and furnishings. Students, faculty, administration, and staff may not remove, move, unplug, alter, or add equipment or software to the network without administrative approval.
- Creating or willfully disseminating computer viruses. Students, faculty, administration, and staff should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Attempting to gain access to the Cooperstown Central School District or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Downloading, installing, or running software without the permission of the administration.
- Altering the computers or changing the settings or system configurations in any way.
- Altering, damaging, or vandalizing Cooperstown Central School District technology equipment or software in any way.
- Using Cooperstown Central School District resources to store personal web pages.

**Personal technology equipment brought to school is subject to the procedures outlined in the Student Authorized Use Policy.**

### **CONSEQUENCES FOR INAPPROPRIATE USE OF THE INTERNET, NETWORKS, AND TECHNOLOGY EQUIPMENT**

Since access to the Internet, networks, and technology is a privilege and not a right, users have the responsibility to use them in an appropriate manner. Consequences of misuse or abuse of the Internet, networks, and technology depending upon the severity of the situation, will be dealt with according to the Rights and Responsibilities Code of Conduct. Faculty and staff will be warned and the matter will be discussed with the building principal/district superintendent.

**In conclusion, the Cooperstown Central School District**

- Makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect.
- Will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service.
- Is not responsible for the accuracy or quality of the information attained through or stored on the system.
- Will not be responsible for financial obligations arising from unauthorized use of the system.
- Will reserve the right to log network use and monitor file server space utilized by users and will assume no responsibility or liability for files deleted due to file server violations related to file server space allotments.
- Will not be responsible for any damages and will reserve the right to change its policies and rules at any time.
- Will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner.

**I have read and understand this document and agree to abide by its procedures.**

User Name: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: 11/1/13