



Acceptable Use Policy

The Otsego Northern Catskills BOCES (ONC BOCES) strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. You and your child's signatures will indicate acknowledgment and understanding of the following standards. Please refer to the ONC BOCES Student Code of Conduct for information regarding violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette.

Network Guidelines

Personal Safety

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
2. I will not agree to meet with someone I have met online without my parent's approval.
3. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

Illegal Activities

1. I will not attempt to gain unauthorized access to the ONC BOCES network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
2. I 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.
3. I will not use the ONC BOCES district network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
4. I will not move, rename, edit, delete, or in any way alter the files that have been created or organized by others.

5. I will not install software on any ONC BOCES computers or on the ONC BOCES network without direct supervision of ONC BOCES staff.
6. I will not alter or remove hardware or software setups on any ONC BOCES computer resources.

Security

1. I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account.
2. I will immediately notify a teacher or a school administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
3. I will take all precautions to avoid the spread of computer viruses.
4. I will not attach non-BOCES computer equipment or peripherals to the ONC BOCES network or its infrastructure without the permission of a school administrator. This does not include data storage devices such as flash drives or CDs.

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. I will not harass another person(s). If I am asked by an individual to stop sending messages to them, I will stop.
5. I will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
2. I will not post private information about another person.

Respecting Resource Limits

1. I will use the technology at my school only for educational and career development activities.
2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

3. I will not use or attempt to use anonymous proxies as a way to get around ONC BOCES content filtering or engage in questionable activities as this is strictly prohibited and is a direct violation of this agreement.
4. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
5. I understand that ONC BOCES personnel may monitor and access any equipment connected to ONC BOCES network resources and my computer activity. BOCES personnel may delete any files that are not for a classroom assignment.

Plagiarism and Copyright Infringement

1. I will not plagiarize works that I find on the Internet or any at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

Inappropriate Access to Material

1. I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
3. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The district fully expects that I will follow my parent's instructions in this matter.
4. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

Email

1. Email is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only.
2. ONC BOCES has the right to monitor, inspect, copy, review and store at any time without prior notice, any and all usage of the computer network and Internet access including transmitted and received information.

3. All information files are the property of ONC BOCES and no user shall have any expectations of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of seven years.

ONC BOCES ACCESS TO ELECTRONIC TELECOMMUNICATIONS AGREEMENT

After reading the policy and regulations for access to electronic telecommunications, I understand and will abide by the terms stated. I understand that if I violate these terms that disciplinary action may be taken.

STUDENT'S NAME: _____

STUDENT'S SIGNATURE: _____ Date: _____

As the parent or guardian of above student, I understand above and the enclosed conditions and understand that this is designed for educational purposes and ONC BOCES has taken available precautions to eliminate controversial material and will not hold them responsible for material acquired on the network.

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____ Date: _____