

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY  
(AUP)**

The New Paltz Central School District recognizes the value of electronic resources to enhance student learning and the overall operation of our schools. To this end, the District encourages the responsible use of computers, the Network/Internet and other electronic resources to support the mission and vision of the New Paltz Central School District. This policy is designed to protect and provide guidance for our students and staff with access to these resources.

The Network/Internet is provided for students and staff for educational purposes. Access to Network/Internet services will be provided to users who act in accordance with this policy. The smooth operation of the Network/Internet relies upon the responsible conduct of the end users and requires efficient, ethical, and legal utilization of the Network/Internet resources.

**Digital Citizenship and Personal Accountability**

The New Paltz Central School District advocates for equal digital rights and access for all. Through this process it is imperative that all students and staff understand the importance of being responsible, ethical digital citizens. This includes, but is not limited to:

- (a) Treating all others with respect online;
- (b) Refraining from participating in cyberbullying and report any harassing activities you witness;
- (c) Making appropriate decisions while communicating online through any digital channels;
- (d) Respecting others' digital work. Do not steal or damage anyone's digital property;
- (e) Using network and online tools effectively to empower and enhance your learning experience;
- (f) Limiting screen time and the health risks of technology. Technology is a learning tool, but should not be used exclusively in the learning environment. Maintaining awareness of the physical and psychological risks.

**Internet Safety/Managing Your Digital Footprint**

In addition to being a good digital citizen, you must also be aware of your own digital footprint. Developing a positive digital footprint is important to your future. It reflects the information you share

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online about yourself and can be harmful to your reputation if mismanaged or if one of your accounts has been compromised. Good management includes, but is not limited to:

- (a) Protecting yourself. Do not give out any personal identifiable information online (name, age, ID numbers, address, etc.);
- (b) Protecting your passwords. Passwords are confidential, if you believe your password has been compromised, you should change it immediately and alert a teacher or administrator. You are responsible for keeping your password secure;
- (c) Privacy on ~~our~~ District network. New Paltz CSD Email, files, and anything else created and stored on our local or cloud-based servers are not private. The network administrator may monitor any account at any time for subject, content, and appropriateness. You are responsible for your actions on ~~our~~ the District network and any violations of this policy will be reported to the school administrator;
- (d) Internet etiquette and social media. Follow the District Code of Conduct for guidelines on accepted behaviors both online and in our schools. You are responsible for what you say online. Do not use social media platforms or other online programs to create, send, display, or distribute anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity;
- (e) Videos and photographs. No student is permitted to take photos or videos of any other staff member or student without the consent of the staff member or student;
- (f) Proxy use. No staff member or student is permitted to employ the use of proxies to circumvent the content filtering of New Paltz CSD;
- (g) Refraining from plagiarism and adhering to copyright laws.

**Additional Responsibilities**

- a) Users may only use the school Network/Internet for educational purposes.
- b) Users are responsible for all material received via the Internet.

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- c) Users may NOT:
1. Attempt to circumvent Network/Internet security measures;
  2. Tamper with or in any way adjust default or teacher-created settings;
  3. Create and/or place a computer virus onto any computer;
  4. Trespass in another user's folder, work, or files;
  5. Share their own ID Password with others;
  6. Log in under another user's account;
  7. Reveal personal information about themselves or others on websites, including last names, addresses and/or phone numbers;
  8. Complete and/or submit forms found on websites without permission
  9. Receive or transmit information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices;

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10. Create, send, display, or receive hate mail, discriminatory or other antisocial remarks, or information which is intended to harass;
11. Damage, dismantle, detach, or remove computers, computer systems, computer networks, computer mice, printers, scanners, or cameras;
12. Remove keys from the keyboard;
13. Disconnect or alter any computer cables;
14. Intentionally waste limited resources (paper, connect time, student and teacher searching time, ink cartridges, laser jet toner, printer ribbons, ~~diskettes~~ discs, storage space, etc.);
15. Employ the Network/Internet for commercial purposes;
16. Bring gum, food or drink into computer/electronic equipment areas;
17. Access the Network to play non-educational games or for other non-academic activities;  
~~Participate in any type of newsgroups or "chat" rooms~~
18. Delete, rename, move, copy, any file or its properties, other than his/her personally owned data files;
19. Violate the federal copyright laws and/or software license agreements;
20. Load software or executable files of any kind onto any of the District's computers or network server;
21. Run or copy executable programs for any drive on any of the District's computers;

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- 22. Have directories on any stand-alone computers;
- 23. Send messages from one computer to another via the LAN or WAN.
- d) Users will have only those access and system rights assigned by the network administrator.
- e) Users will be responsible for any cost to the District due to user negligence or misuse.

Users must also conform to any additional site restrictions that may be in effect. All Board policies and school regulations apply to the use of the Network/Internet.

**Consequences**

It is the user's responsibility to abide by the rules set forth in this policy. Violations will result in the user's account being removed from the Network/Internet for a period of one week, one month, one semester, or one year depending on the gravity of the offense.

Depending on the gravity of the offense, other administrative and/or legal action may occur.

Attempts to log in to the system as a system administrator will result in immediate cancellation of user privileges.

The network administrator, school administrators, Superintendent, and/or the School Board may request specific accounts to be denied, revoked, or suspended.

Adopted: 7/16/08  
Revised: 11/19/14  
Revised: 04/24/2019